

THE DIRECTOR

August 2, 1946

THE EXECUTIVES' CONFERENCE

RE: FORM 100, FD-94, "CONFIDENTIAL REPORT TO FEDERAL BUREAU  
OF INVESTIGATION"

*Tolson*

The Executives' Conference, consisting of Messrs. E. A. Tamm, Ladd, Nichols, Long, Hendon, Tracy and Hince, unanimously recommended on July 31, 1946, that Bureau form FD-94, entitled "Confidential Report to the Federal Bureau of Investigation," be removed from the FBI Form Book inasmuch as these reports are now practically obsolete.

The attached bulletin should be sent to the field if approved.

Respectfully,  
FOR THE CONFERENCE

*Tolson*

Clyde Tolson

*EAT*

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Attachment

*JH*  
*JS*

RECORDED & INDEXED

135

66-2554-5211

LAH:djb

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

*45*  
*[Handwritten signature]*

original expenses monthly, or by reimbursement at the rate of 5 cents per mile for his automobile. Messrs. Tracy and Long are in agreement that this officer should be so reimbursed. The remainder of the Conference, consisting of Messrs. E. A. Tamm, Clegg, Nichols, Ladd, McCabe and Hendon, is opposed to any payment whatsoever being made to this officer by the El Paso Office.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Enclosure

CC: Mr. Hendon  
Mr. Clegg

1. I might agree to reimburse this officer in this case in view of unusual circumstances. It is not to be taken as a precedent.
2. Is El Paso clear in mind as to whether at El Paso before originally entering into arrangement for use of El Paso Police in connection with FBI cases?

H.

on \_\_\_\_\_  
Tamm \_\_\_\_\_  
ey \_\_\_\_\_  
in \_\_\_\_\_  
ois \_\_\_\_\_  
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y \_\_\_\_\_  
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on \_\_\_\_\_  
ord \_\_\_\_\_  
ke \_\_\_\_\_  
n Tamm \_\_\_\_\_  
e \_\_\_\_\_  
y \_\_\_\_\_



## THE EXECUTIVE CONFERENCE

*[Faint handwritten notes]*

For the Director's information, Detective Iolas, of the El Paso Police Department, handles leads in Mexico and is the ~~only~~ <sup>only</sup> of the El Paso Division. Prior to July 1, 1946, he had been permitted to use a car of the El Paso Police Department, but since that date, due to curtailed appropriations of the Police Department, it has not been possible to assign a Police Department car to him and as a result thereof he has utilized the use of his personally-owned automobile. The SAC in El Paso states that this Detective is available for any work that the El Paso Office is desirous of assigning to him. SAC Suran states that he has been of particular value to the El Paso Office; that in a period of 15 days, since July 1, the work of this detective has saved the Bureau several hundreds of dollars with the information he has been able to secure from informants and other individuals in Mexico, which information would have been impossible for this office to secure due to the regulations restricting Agents in the conducting of investigations in Mexico. SAC Suran further states that through this detective making such investigations for us in Mexico, many cases will be brought to a logical conclusion which would otherwise be "dead end" cases. During the period from July 1 up to July 16, this detective was directly responsible for the location of approximately 15 Selective Service subjects who are residing in Juarez or the interior of Mexico, and, in addition, has been responsible for the location of 5 deserters residing in Mexico, and the arrest of one deserter in El Paso. The Agent in Charge feels that an expenditure of \$50 a month would be entirely warranted in this case.

66-2554-5212

The majority of the conference felt that it would be an undesirable precedent to set to pay this police officer for the services rendered by him. The majority points out that if we set a precedent in this case it will be necessary to defray expenses to police officers who have rendered assistance to us in other cases.

Gray \_\_\_\_\_  
 Acers \_\_\_\_\_  
 Carso \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Kento \_\_\_\_\_  
 Mums \_\_\_\_\_  
 Stark \_\_\_\_\_  
 Quinn \_\_\_\_\_  
 Lodge \_\_\_\_\_  
 Gandy \_\_\_\_\_

Mr. Glavin pointed out to the Conference that police officers in many cases are reimbursed for added expenditures made by them when they are assisting us on investigative cases. Mr. Glavin recommended that since this police officer is money out of pocket due to his assistance the Bureau in handling certain work in Mexico, that he be reimbursed.

22 AUG 8 1946

K

D

THE DIRECTOR

7/20/46

THE EXECUTIVE CONFERENCE

2c

The Executive Conference, consisting of Messrs. E. A. Tamm, L. C. Hines, *Handen* McFate, Long and Tracy on July 30, 1946, considered the matter of securing typists for the Identification Division.

The Conference considered a suggestion of Mr. Tolson that clerical employees in the Identification Division be enrolled in a class to be operated entirely on Bureau time all day until they learned to type. The Training Division advised that typists can be taught under such circumstances in thirty days and that persons with typing ability can be taught in probably three weeks.

The stenographic class recently approved by the Director is not immediately necessary according to the Chief Clerk's Office, therefore, the Conference unanimously recommends the stenographic class be postponed for the time being and that the two available instructors from the Training Division be assigned full time to the conducting of the typing classes in order to meet the needs of the Identification Division for typists.

If the Director approves, two typing classes of approximately fifty students each will be started Monday, August 5, 1946, and continue until the students have passed the Bureau's typist test.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-5213

- Mr. Clegg
- Mr. E. A. Tamm
- Mr. L. C. Hines
- Mr. Long
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Mr. Gandy

2c

EX-66 RECORDED  
3  
INDEXED

63

78

52 AUG 8 1946

COPY:FC

SAC, NEW YORK

July 26, 1946

DIRECTOR, FBI

MILITARY CADET RESERVE  
CAPTAIN ALBERT C. RAMOS  
IDENTIFICATION MATTER

a

There is enclosed a photographic copy of a letter addressed to the Bureau under date of June 29, 1946, by one Captain Albert C. Ramos, Military Cadet Reserve, New York City, together with the personal identification fingerprint card on Colin Torres, which he enclosed with his letter. There is also enclosed a photographic copy of a petition dated February 25, 1946, relative to the formation of an organization similar to the Junior Deputies of America, which contains the names of Albert C. Ramos and the majority of the persons listed in the letterhead of his letter dated June 29, 1946 as being affiliated with this organization.

The Bureau files reflect that Ramos on April 25, 1944, was picked up in New York City while he was illegally wearing the uniform of a Second Lieutenant in the United States Army Air Corps, which is covered in your file 43-1281.

From this material it would appear very doubtful that this individual is of the proper type to engage in youth activities or with whom the Bureau should in any way become involved. It appears possible should the Bureau accept the personal identification fingerprint cards which he desires to submit they might be utilized as an endorsement of his organization. Accordingly, no reply is being made to his letter and it is desired that you have a qualified Agent contact Ramos and advise him that such fingerprint cards cannot be accepted by the Identification Division unless submitted through a local police agency. Of course, if the Agent determines that a fee of any kind is involved in the taking of the fingerprints, Ramos should be advised that pursuant to the Bureau's policy they cannot be accepted for that reason.

Please advise the Bureau of the results of this contact and also confidentially obtain further background information concerning the Military Cadet Reserve so that it will be available in the Bureau's files for any future reference.

Enclosure  
RCH:DW

Approved by the Executives Conference

COMMUNICATIONS SECTION  
JUL 27, 1946

RECORDED  
& INDEXED

166-2534-5214  
F B I  
48 AUG 6 1946

58 AUG 20 1946

a  
The Director

July 24, 1946

The Executive Conference

There is a Training School scheduled to be held at Pensacola, Florida, and in attendance there are 9 civilian guards from the Naval Air Station, 3 Military Policemen from an Army Post and 1 enlisted man from the U. S. Navy at Pensacola. They are being taught certain subjects incident to their guard duties, including fingerprints. They requested 13 copies of the booklet, "Classification of Fingerprints."

This matter was discussed at the Executives' Conference, Messrs. Tamm, Nichols, Hendon, Ladd, McCabe, Long, Tracy, Glavin, and Clegg being present. Mr. Glavin and Mr. Nichols did not believe that these pamphlets should be furnished since the officers were not law enforcement officers, although other members of the Conference felt that the booklets should be furnished and, if approved, there is attached a letter advising that the 13 copies are being transmitted.

Attachment

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Hendon  
Mr. Clegg

E. A. Tamm

HHC:elk

66-2554-5215  
F B I  
46 Aug 2 1946

RECORDED  
INDEXED

EX-25

Tolson  
E. A. Tamm  
Clegg  
Coffey  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Hendon  
Pennington  
Quinn Tamm  
Nease  
ss Gandy

ORIGINAL FILED IN 66-2554-5215

July 24, 1946

SAC, Omaha

RE: ~~FURNITURE~~  
OMAHA DIVISION

Dear Sir:

Reference is made to your communication of July 12, 1946, concerning the securing of certain new furniture for your office.

At the present time, under Government Procurement regulations, it is not possible to purchase new furniture unless no surplus furniture can be secured from Government sources. At the present time the surplus stock of furniture in the Government service is large and the Bureau could not purchase any furniture at this time.

It is entirely possible that, through one of the branch offices of War Assets Administration located in your division, you may be able to locate the type of furniture you are desirous of securing for your office. If you do, the Bureau is desirous of being advised by you so that appropriate steps can be taken to secure the transfer of that furniture to you. At this time there is no executive furniture available in Washington.

Very truly yours,

John Edgar Hoover  
Director

The Executive Conference of July 18, 1946, consisting of Messrs. Tolson, McCabe, Long, Nichols, Mumford, Hendon, Tracy and Glavin approved this letter going out.

COMMUNICATIONS SECTION  
JUL 25, 1946

WRG:ejm

52 AUG 15 1946

RECORDED  
& INDEXED64-2554-5216  
F B I  
48 AUG 7 1946

INT. SEC. DIV.

ORIGINAL FILED IN 66-29-

C  
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P  
Y

TO : THE DIRECTOR  
FROM : THE EXECUTIVE CONFERENCE  
SUBJECT:

DATE: 7/31/46

The Executive Conference of 7/26/46, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Hince, Ladd, Long, McCabe and Glavin considered two suggestions submitted by Joan A. Hegne, Clerk, in the San Francisco Field Office, concerning the practice of submitting ~~leave~~ slips.

1. This employee suggests that the practice of submitting leave slips for less than a period of one day be discontinued, both for sick leave and annual leave.

In so far as sick leave is concerned, it is necessary to have such slips submitted in harmony with the leave law. The Bureau cannot make any change in this particular regard.

With reference to the submission of annual leave requests, the Bureau has requested the submission of such requests in cases of emergency annual leave so that we would not have to have an employee go over the sign-in and sign-out registers on the following day for the purpose of initialing the registers to show that part-day annual leave was taken. This policy has been approved for the Bureau by the Civil Service Commission.

2. Miss Hegne suggests that Field Divisions use the sign-in and sign-out registers presently used at the Seat of Government instead of the number one register that is now used, in order that the names could be alphabetical.

It is felt that the number one register has proved very satisfactory for use in all field offices, regardless of the size of the office. It provides the SAC with the knowledge of the order of arrival of his employees and allows a quick method of determining those late.

The Conference recommends therefore, that favorable action not be given to either of the suggestions submitted by this clerk. If the Director approves, there is attached hereto a communication directed to Miss Hegne concerning these suggestions.

Respectfully submitted,  
FOR THE CONFERENCE

RECORDED  
&  
INDEXED

Clyde A. Tolson

CC-Mr. Clegg  
Mr. Hendson

WRG:em

E. A. Tamm

52 AUG 9 1946

THE DIRECTOR

July 30, 1946

The Executive Conference

At a meeting of the Executive Conference on July 30, 1946, the conference was advised that Colonel Banks of the Manhattan Engineering District had informed the Bureau that he was concerned about turning over subversive files developed by the Manhattan Engineering District to the new Civilian Commission which might be appointed to control the atomic bomb. He stated that during the course of the development of the bomb, the Manhattan District had developed subversive files on a number of employees throughout the country, that he and other officers of MEB were going to make a tour of the different districts of MEB and gather the files on the subversive individuals, bring them to Washington and that they were desirous of turning these files over to the Bureau for whatever disposition the Bureau desired, that is, the Bureau could work them into their own files or index them and maintain them in any manner desired by the FBI, but that he was very fearful that in the event any liberals or subversives were appointed to the commission, that it would be disastrous to have these files turned over to them since some of these files contained Bureau reports and information.

Colonel Banks stated that it was proposed that under this plan if the Bureau agreed to accept these files, to turn over the remaining files, which will consist merely of personnel files, to the commission and to make no mention that the subversive files were turned over to the FBI.

It was pointed out to the conference that in connection with the added responsibility and jurisdiction which the Bureau is receiving under the atomic energy bill to investigate all of the employees employed on that project that these files would be extremely valuable and would save considerable time and work.

The conference, consisting of Messrs. Tamm, Long, McCabe, Tracy, Hendon, Hince and Ladd unanimously recommended that the Bureau indicate to Colonel Banks that it is willing to accept these files which, Colonel Banks has advised, will fill approximately twenty-five cabinets.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon  
Mr. Clegg

63 AUG 19 1946

DML:da

Clyde Tolson

EX-29

E. A. Tamm

52 AUG 8 1946

ORIGINAL COPY FILED IN 100-196625-1



SAC, Atlanta

8/5/46

Director, FBI

HOUSING SITUATION AT ATLANTA

Reference is made to your communication of 7-22-46, wherein you advise that you feel that you may be able to secure housing facilities for certain of the Agent personnel of the Atlanta Division who have been unsuccessful in securing living quarters, if an advertisement were placed in local newspapers indicating that members of the FBI assigned to Atlanta are in need of housing facilities which they have not been able to locate.

The Bureau does not feel that such an advertisement should be placed, however, it does feel that continued contact by representatives of your office among real estate contacts will undoubtedly result in securing necessary living quarters for personnel assigned to your office.

RECORDED

INDEXED

66-2554-5219  
F B I  
61 AUG 8 1946

WRG:em

(THE Executive Conference of 7/31/46 approved this recommendation.)

COMMUNICATIONS SECTION  
AUG 5, 1946

63 AUG 21 1946

ORIGINAL NOT FILED IN 66-2554-5219



THE DIRECTOR

August 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, Messrs. E. A. Tamm, Ladd, Glavin, Tracy, Long, McSabe, Hendon, Nichols and Hingo being present on July 31, 1946, considered the suggestion of the New York Office that a conference be held in New York State for the Special Agents who are qualified police instructors in the Albany, Buffalo and New York City Offices. The purpose of this conference would be to prepare these men for the next series of state-wide police training schools now planned for New York State. The subject matter would be the Bureau's place in the police training field, Bureau policy, educational principles, public speaking and the exchange of ideas on the state-wide program. With the exception of the last named topic, the subject matter is thoroughly covered in Bureau Bulletins and in instruction given to the regular police instructors' schools which have been attended by all existing police instructors. If additional training of the type indicated is required it would be desirable to have all Special Agents who are qualified police instructors furnished with such training. With respect to the last topic named, that of the exchange of ideas on the state-wide program, the Conference was of the opinion that the Agents are fully equipped to discuss with the police instructors of each of their offices the ideas and action desired with respect to the New York program.

RECOMMENDATION: The Conference was unanimously opposed to the holding of a regional school for police instructors in New York State on the grounds that the subject matter proposed is not peculiar to New York State but is of general application throughout the field and that any such training should be handled at Washington for instructors from the entire field if it is needed. No such need throughout the field generally is presently recognized. If approved, the attached letter will be sent to New York City.

The Conference was also of the opinion that the exchange of ideas on the state-wide program can be effected through a conference of the SAC's of New York State Field Divisions together with the Special Agent designated for the coordinator of the police training schools in the state.

LAM:WL

Respectfully,  
For the Conference

Attachment

Clyde Tolson

RECORDED  
&  
INDEXED

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

12 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

8/6/46

The Executive Conference, consisting of Messrs. L. A. Tamm, Ladd, Glavin, Nichols, Hince, McSabo, Long, Hendon and Tracy on August 1, 1946, considered a joint suggestion of two employees in the Identification Division, Willard F. Cloyd and Carl E. Oleyer, that all Identification Division personnel having a working knowledge of taking, classifying, referencing or searching fingerprints be given an identification card or a certificate stating clearly they are engaged in such work.

These two employees pointed out that employees in the Identification Division would be justly proud to have such a card or certificate as proof of their occupation.

The Conference was unanimously opposed to the suggestion for the reason there appears to be no official need for such a card or certificate and further the possibility of embarrassment to the Bureau through the improper use of such cards or certificates during or after employment with the Bureau justifies not issuing them.

If you approve, there is attached a letter thanking these employees for their suggestion.

Respectfully,  
For the Conference

Glyde Tolson

RECORDED

INDEXED

EX - 22

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 AUG 15 1946

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #340

EMPLOYEE: SAC M. W. ACERS  
SAN ANTONIO FIELD DIVISION

EMPLOYEE SUGGESTS: That the type of individuals and organizations to whom Identification and Apprehension Orders are to be forwarded be clarified.

At present it is provided that Identification and Apprehension Orders should be mailed to those agencies which are included on the regular field division mailing list submitted to the Bureau, which is made up of local and state law enforcement agencies and penal organizations. Mr. Acers states that in addition, however, distribution in his office is made to Mexican Officials, hotels, hardware and sporting goods stores, Salvation Army, State Juvenile Training School for Boys, and County Jailors.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: That a letter go forth to SAC Acers instructing that, as a general rule, the distribution of Identification and Apprehension Orders should be limited to law enforcement agencies, penal institutions, postmasters, and similar persons on the regular field division mailing list, and that only where the facts of the particular case warrant should they be given a wider distribution. It is not felt that instructions need be submitted generally to the field on this point.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee that the attached letter go forward to Mr. Acers.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Conroy \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Hendon

INDEXED  
Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

52 AUG 19 1946

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION 1276

EMPLOYEE: H. H. LONG, INSPECTOR  
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg  
D. C. Hendon

E. E. Conroy  
W. Schoidt

EMPLOYED SUGGESTOR:

That it be clarified as to what intervals various records are to be destroyed. In this regard present instructions require that certain types of records are to be destroyed after they have become one year old while others are to be destroyed after they have become three years old. The question is raised as to whether the material should be destroyed on a monthly, annual, or other basis.

RECOMMENDATION:

Unanimous that all material to be destroyed on an annual basis be so destroyed at monthly intervals and all material to be destroyed after three years of age be destroyed on an annual basis.

RGH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

RECORDED  
INDEXED  
EX-52

AUG 18 1946

52 AUG 20 1946

THE DIRECTOR

7/22/46

JOINT COMMITTEE

SUGGESTION #348

EMPLOYEE: SUPERVISOR CARL J. MARTIN  
SEAT OF GOVERNMENT

EMPLOYEE SUGGESTS: That auxiliary offices not submit reports reflecting the placing of stop notices or the results of the wide distribution of circular letters, but that instead they submit a letter to the office of origin reflecting the results of the action taken. The office of origin, upon the coverage of all such leads by auxiliary offices should then reflect this information in its next report submitted.

ADVANTAGES:

1. Under the present practice it is frequent that fifty-one field divisions will submit investigative reports reflecting nothing other than the placing of a stop notice or the completion of circularization requests by the office of origin. The suggestion will eliminate these unnecessary reports with a consequent saving of stenographic and clerical time both in the field and at the Seat of Government.
2. Reports in such instances add nothing to the substantive development of the case.

DISADVANTAGES:

1. The Bureau would not be currently advised as to the progress being made as to the placing of stop notices or the completion of the circularizations.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Hendon  
Pennington  
Quinn Tamm  
Nease  
ss Gandy

cc: Mr. Clegg  
Mr. Hendon

52 AUG 15 1946

THE DIRECTOR

August 7, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. E. A. Tamm, Ladd, Glavin, Tracy, Long, McCabe, Hendon, Nichols and Harbo on July 31, 1946, approved the attached SAC letter advising all SAC's of the fact that the Governors of forty-eight states will be calling state-wide safety conferences as a follow-up to the President's National Safety Conference. The state conference will be for the purpose of focusing attention on the traffic safety problem. The Executives' Conference was informed that at such state meetings, there is a definite possibility that various interests will point to police training as a possible avenue of improvement in safety conditions. Accordingly the Conference felt that it would be proper to advise the field that when such conferences are held, the SAC should keep in touch with the developments at such conferences and if any proposal is made for the establishment of police training schools to improve traffic control, the SAC should explain fully the Bureau's services which are available.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

14444L

RECORDED  
&  
INDEXED  
355

66-2554-5225

CC: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

AUG 14 1946

HAR

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #343

EMPLOYEE: SAC S. K. McKEE  
NEWARK FIELD DIVISION

EMPLOYEE SUGGESTS: That chargeouts for ~~bulky~~ exhibits not be placed in the case files but merely be attached to the red chargeout flag which would be placed in the bulky exhibit cabinet in place of the exhibit charged out.

ADVANTAGES:

1. This would make it possible to easily account for the absence of all the bulky exhibits by merely checking physically the bulky exhibit files.
2. All action necessary in charging out a bulky exhibit and in its return would be taken at one place without the necessity of pulling the file or in placing the red chargeout flag in the closed file section where the exhibit is from a closed file.

DISADVANTAGES:

1. This would be an exception to the general practice followed in all other chargeouts.
2. The case file itself would not reflect the material which is charged out therefrom.
3. There might be a greater chance of loss should the chargeout slip become detached from the red flag in the bulky exhibit file.
4. The saving, if any, to be realized is not worth the exception to the general practice.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION: EX - 42

Unanimously opposed by the Executives Conference on August 8, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and since in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

55 AUG 14 1946



THE DIRECTOR

7/9/46

JOINT COMMITTEE

EXHIBITION #315

EXHIBITION: EXHIBIT LIMITED

EXHIBITION: EXHIBIT LIMITED

REASON: DISCUSS:

That in cases where investigative case files have numerous exhibits taxing the capacity of the 1-1 envelope or making it too bulky, field offices be authorized to start an exhibit section of the case file to be given an "A" subclassification.

ADVANTAGES:

1. It would allow for the retention of all exhibits together.
2. Make original file easier to handle.
3. Save making a separate exhibit envelope.
4. Makes charging out easier.
5. Keeps available information that should be readily available.

DISADVANTAGES:

1. Makes extra clerical work in that Agent might call for a file and then want exhibits.
2. Has been followed in some field offices.
3. It would be agreeable under present practices to put additional envelopes as the first "A" serial in additional sections of the file.

EXHIBITION: EXHIBIT LIMITED: In Favor - 10  
Opposed - 12

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously recommended that a bulletin go forth as attached advising that there is no objection to this practice which is quite generally followed.

RCH:fvk

EX-42

RECORDED  
&  
INDEXED

65-3657-5227

EXECUTIVE CONFERENCE CONSIDERATION:

Executive Conference on August 9, 1946, with Messrs. Tamm, Long, Rosen, Clegg, Ladd, McGuire, Tracy, and Hince in attendance, unanimously agreed with the recommendation of the Joint Committee that the attached Bulletin go forward.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

55 AUG 15 1946

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm



THE DIRECTOR

7/9/46

JOHN C. HENDERSON

MEMORANDUM 7321

APPROVED: JOHN H. Tamm

RECEIVED BY THE DIRECTOR

*a*  
RECOMMENDATION: That an adequate number of copies of Bureau Bulletins be furnished so one copy can be furnished each clerical employee.

ADVANCE AGENT:

1. Unnecessary to pass around for their initial to show they have read instructions contained therein.

REMARKS:

1. Waste of paper.
2. Do not necessarily apply to clerical employees - affect Agents' work only.
3. Would have to check clerical employees to see that they have been destroyed after certain period of time.

RECOMMENDATION - OFFICE CHIEF'S COMMENT: In favor - 12  
Opposed - 18

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

*D* EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy, and Hince in attendance.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CIRCULAR

INDEXED

E. A. Tamm

66-2554-5228

888  
100-100000  
100-100000

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: July 1, 1946

FROM : J. A. Sizoo

SUBJECT: PLACING EXAMINER'S NAME ON ~~LABORATORY~~ REPORT

Attached is a memorandum dictated by Examiner George F. Mesnig in which he has suggested that in the future the name of the Laboratory examiner appear on the Bureau Laboratory reports.

You will recall that this suggestion was the subject of some discussion in a recent Laboratory staff conference and it was agreed that while there was some merit to the suggestion there were objections to it which seemed to make it preferable to continue our present practice, - that of not indicating the name of the particular examiner. On many occasions two or more men conduct an examination of a particular piece of evidence and it is possible that one examiner by reviewing the work conducted by the other may be able to handle the entire testimony and thus save the expense of travel time by having two examiners appear at the trial. It is frequently necessary, too, because of other commitments, to have one examiner handle the entire testimony wherever possible. At present, it is necessary for prosecuting attorneys, who wish to subpoena examiners, to determine the name of the examiner involved and thus we are furnished some warning that an examiner will have to appear for a particular trial. We are, accordingly, better able to prepare commitments inasmuch as we have advanced warning of the prosecutor's need for a particular witness. It is entirely possible that we would receive "surprise subpoenas" and so complicate examiners' commitments if the name of the examiner appeared on the Laboratory report.

RECOMMENDATION: That there be no change in our present policy and that we continue to prepare reports without naming the examiner in the Laboratory report.

ADDENDUM: The foregoing recommendation was unanimously approved by the Executive Conference July 8, 1946, composed of Messrs. E. A. Tamm, Clegg, Ladd, Hendon, Rosen, Tracy, Nichols, Glavin, and Harbo.

RTH

Attachment

JAS:FLM

Director's notation: "OK. H."

RECORDED & INDEXED

61 AUG 13 1946

F B I

ENCL.

58 AUG 16 1946

ORIGINAL COPY FILED IN

(Typed July 22, 1946)

~~STRICTLY CONFIDENTIAL~~

BUREAU BULLETIN NO. \_\_\_\_\_  
Series, 1946

TO ALL INVESTIGATIVE EMPLOYEES:

The Bureau has received suggestions from certain United States Attorneys that more prompt action be taken by the field offices in furnishing the essential facts necessary for the preparation of a criminal Information or Indictment particularly in those instances where the subject desires to enter a pleas of Guilty. The necessity for taking prompt action in supplying the essential facts to United States Attorneys on regular report procedure in Federal Court which permit defendants to waive trial by Indictment and consent to trial by Information. Pleas of Guilty are frequently entered in these instances and the cases are ready for disposition by the court much sooner than under the old procedure.

All field offices should be alerted to this responsibility and to this need since United States Attorneys have seen fit to call the Bureau's attention to delays being encountered in such instances. This section may be taken by the preparation of a brief report preceding a longer and more detailed report, if one is necessary, provided the brief report sets forth the essential facts which would be required in drafting the criminal Information or Indictment. Each field office should make certain that this required information is furnished the United States Attorney promptly on all such occasions.

Very truly yours,

John Edgar Hoover  
Director

HHC:PJ

Approved by Executives Conference 7/19/46 those present being Messrs. Tolson, Hendon, Nichols, Ladd, Long, Mumford and Clegg.

RECORDED  
&  
INDEXED

66-2551-5230  
F B I  
61 AUG 9 1946

57 AUG 20 1946

SAC, St. Paul

8/5/46

Director, FBI

## POLICE COOPERATION

*Police Dept*

The Bureau cannot approve the request made by you in your communication of 7/23/46, that 5,000 rounds of .38 caliber used brass for reloading purposes be sent to the Chief of Police at Pierre, South Dakota.

As you know, all brass in the possession of the Bureau is turned over to the appropriate Naval Gun Factory in this city and it is presumed that the waste in the various Divisional offices is appropriately disposed of through authorized channels. The Bureau cannot, under existing regulations, furnish brass to local law enforcement agencies.

RECORDED  
&  
INDEXED  
7-10  
EX-50

66-2554-5231  
F B I  
61 AUG 12 1946

0  
(The Exec. Conf. of 7/31/46, approved this.)

WRG:em

COMMUNICATIONS SECTION  
AUG 6, 1946

100-81639-  
ORIGINAL COPY FILED IN

66-2554-5232  
NOT USED

Tab

Q

THE DIRECTOR

July 25, 1946

THE EXECUTIVE CONFERENCE

JAMES EARL RAY;  
JULIA LOCHART  
NEEDHAM PERRY - VICTIM  
WHITE SLAVE TRAFFIC ACT

The Executive Conference today with Messrs. Tolson, Tamm, Glavin, Hendon, Nichols, Ladd, Tracy, Egan and McCabe in attendance unanimously approved the attached letter to the Los Angeles Division instructing that Federal Judge Leon Yankwich of Los Angeles be advised by SAC Hood that it would be impracticable to obtain question and answer statements from prostitutes. The Conference also approved forwarding a letter to the Attorney General outlining the Bureau's policy. A memorandum to the Attorney General is also attached.

Federal Judge Leon Yankwich presiding at the trial in Los Angeles in the above-entitled NSM case, wherein the Victim, Eleanor Perry, claimed that the signed statement furnished Agents did not express accurately and in its entirety information furnished by her, addressed the Agents present at the trial from the bench, suggesting that stenographic statements in question and answer form be obtained in the future from prostitutes. Judge Yankwich stated that he did not wish to criticize the FBI and noted when he had done so in the past he had heard from Mr. Hood and indirectly from the Director. He stated his suggestion should not be considered as derogatory but rather as constructive. He advised that he was offering the suggestion as a result of his past experience in court with witnesses in NSM cases.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc - Mr. Hendon  
Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

J. E. Tamm

RECORDED

2554-5233  
F B I  
44 AUG 12 1946

ORIGINAL COPY FILED IN 31-72259-13

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: August 5, 1946

FROM : A. ROSEN

SUBJECT: THEFT FROM INTERSTATE SHIPMENT  
STATUTE - AS AMENDEDPURPOSE

To advise you that the President on July 24, 1946 signed a bill known as Public Law No. 534, 79th Congress, which amends Sections 409 to 411 of Title 18, U. S. Code and to suggest that the attached proposed Bureau Bulletin which contains the Theft from Interstate Shipment Statute as amended be prepared for distribution.

ADDITIONAL COVERAGE UNDER THEFT FROM INTERSTATE SHIPMENT STATUTE AS AMENDED

Public Law No. 534, 79th Congress, so amends the Theft from Interstate Shipment Statute to include as violations the following:

1. It will be an offense to unlawfully break the seal or lock of or enter any railroad car, vessel, aircraft, motortruck, wagon or other vehicle containing an interstate or foreign shipment with intent to commit larceny therein.
2. It will be unlawful to steal, embezzle, take, carry away, or conceal or by fraud or deception obtain from any railroad car, motortruck, wagon or other vehicle, station house, platform, depot, terminal, steamboat, vessel, wharf, aircraft, airport, aircraft terminal or air navigation facility any goods consigned in interstate commerce.
3. It will be an offense to embezzle, steal or obtain by fraud or deception any baggage which shall have come into the possession of any carrier for transportation in interstate commerce or to steal any of the contents thereof or to receive any such baggage or article therefrom, knowing the same to have been embezzled or stolen.
4. It will be an offense to embezzle, steal or unlawfully take by any fraudulent device, scheme, or game from any railroad car, motortruck, steamboat, vessel, aircraft, or other vehicle operated by any carrier or from any passenger or any employee thereon when any such railroad car or the train of which it is a part or the vehicles named above are moving in interstate commerce. Receivers in this category are also to be guilty of violating the statute.
5. It will be a violation for any employee of a carrier riding in, on or upon any railroad car, motortruck, steamboat, vessel, aircraft or other vehicle of such carrier transporting passengers or property interstate and having in his custody funds arising out of or accruing from such transportation to embezzle or unlawfully convert to his own use any such funds.

CCN:LS

RECORDED

EX-2

INDEXED

ORIGINAL FILED IN 66-6900-15-3

66-6900-15-3 5234

Memorandum for the Director

ACTION TO BE TAKEN

It is suggested that the attached Bureau Bulletin which sets forth the Theft from Interstate Shipment Statute as amended by Public Law No. 534, 79th Congress, be prepared for distribution. The appropriate changes in the Manual of Instructions and the FBI Handbook are being prepared.

Attachment

ADDENDUM 8/6/46 AR:WT: Approved by the Executive Conference today with Messrs. Glavin, Clegg, Tracy, Harbo, McGuire, Ladd and Rosen in attendance.



## Office Memorandum • UNITED STATES GOVERNMENT

TO : W. R. Glavin

FROM : J. E. Edwards

SUBJECT: Accident Involving Bureau Automobile  
Date 5-14-46  
Damage - \$74.00  
SA Sidney E. Thwing - Portland

DATE: 7-29-46

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

DETAILS

At 11:25 a.m. on 5-14-46 Agent Thwing, while driving a Bureau car, was involved in a collision with an automobile owned and operated by Wilfred A. Verboort.

Agent Thwing said he was traveling at a speed estimated to be between 35 and 45 mph when a car approximately 150 yards ahead of him proceeded to make a left hand turn without any signal and Agent proceeded to drive around the right side of this car, however, within 75 feet of the car it suddenly swung into the right lane of traffic without signal and although Agent immediately applied his brakes and swung the Bureau car to the right the Bureau car struck the right rear bumper of the third party's car with the left front fender of the Bureau car. Agent advised the highway was dry and the weather clear.

Verboort said he was moving along the center stripe of the highway at 5 to 10 mph planning to make a left hand turn and "probably came over toward the center of the road", however, the roadway into which he was turning was blocked. He looked into his rear view mirror and saw a car approaching and knew he would be hit in the center of the road and therefore turned his car toward the shoulder on the right side of the road in order that the approaching car could pass on the left. He stated that he did not give an arm signal for his contemplated left turn or for his right turn back to the shoulder of the road. He stated he paced off the visible skid marks apparently left by the Bureau car and that they extended 25 paces from the point of impact and estimated Agent's approach at 50-55 mph before applying brakes and 25 mph at time of impact.

In a letter addressed to Agent Thwing submitting an estimate for repairs to the third party's car, Verboort said there was no doubt in his mind that Agent was at fault in this accident, and inasmuch as he had not crossed the yellow line of the highway the fact that he did not signal for the left turn did not enter into the case.

Agent Thwing stated that third party refused to sign any statement when an attempt was made by Agent to take a statement from third party at the time of the accident.

DAMAGE

1. Bureau car - \$74.00
2. Other car - \$23.90
3. Personal injuries - None

SAC'S RECOMMENDATION

SAC Bobbitt said it would appear Agent was traveling at a rate of speed allowable under the speed regulations, however, it was noted that Agent Thwing crossed a railroad

track and an intersection at which a caution sign was flashing shortly prior to the time the accident occurred and it would appear that Agent should have proceeded with more caution due to the physical set-up at that particular point on the highway.

SAC Bobbitt said it appeared that both men were guilty of contributory negligence and it was not believed the Bureau should pay for the repair of the third party's car, and that Agent Thwing should be held responsible for the damage to the Bureau car.

ACTION RECOMMENDED

As pointed out by SAC Bobbitt it does appear that both the Agent and the third party were at fault and it is recommended that the Agent be held responsible for the repairs to the Bureau car and that the claim of the third party not be honored.

WRG:ejm

ADDENDUM

*J. E. Edwards*  
August 6, 1946

The Executive Conference of August 5, 1946, consisting of Messrs. E. A. Tamm, Clegg, Rosen, McGuire, Mumford, Hendon, Harbo, Tracy and Glavin are of the unanimous opinion that Special Agent Sidney E. Thwing be not held responsible for the accident in question.

The Portland Office should be advised to the effect that the cost of repair to the car will be born by the Government.

lrh

*Letter to Mr. Portland  
8/9/46 - lrh*

*nt*

*2- for  
lrh*

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : W. R. Glavin

DATE: 8-2-46

FROM : J. W. Edwards

SUBJECT: Accident Involving Bureau Automobile

Date - 7-24-46

Damage - \$10.00

SA Lawrence R. Chandler - Savannah

DETAILS

At approximately 8:45 a.m. on 7-24-46 Agent Chandler, while driving a Bureau car, was involved in an accident with a car owned by Mrs. June B. Henderson and operated by Mr. P. F. Henderson.

Agent Chandler said he was driving at about 15 mph when the Bureau car was struck on the right rear fender by the third party's car which backed out from the curb. Agent immediately stopped the Bureau car and went up to the other car and was informed by the driver that "if I have damaged your car I will pay for it". Agent returned to Bureau car to obtain paper to note information gained and as this was done the driver of the third party's car apparently deliberately drove off without making any effort to identify himself.

Agent had noted the license number of third party's car and subsequently as a result of an investigation, and in company with Chief of Police J. M. Sprawls, Aiken, So. Carolina, called at the office of Henderson, who stated that "he resented being tracked down like a criminal" and readily admitted that the accident was his fault and that he would pay for the damage to the Bureau car. Agent advised he was obnoxious and belligerent in his demeanor and could not and did not give any reason as to why he had fled from the scene of the accident and why he had not identified himself. He stated he was 67 years old and had practiced law at Aiken for approximately forty years. He was very hostile towards Chief Sprawls and Agent and seemed to feel he was above the law and all others. Henderson requested Agent's name and advised that he might write a letter because of the Agent's tactics. While Chief Sprawls and Agent were present Henderson telephonically contacted the Bureau's contact garage and requested they repair the Bureau car and forward bill for same to him.

Patrolman Henry Eiers of the Aiken Police Department advised that Henderson had been known to do the same thing before and that it was necessary to force him to pay for the other car even after he had fled from the accident.

DAMAGES

1. Bureau car - \$10.00
2. Other car - Not known
3. Personal injuries - None

RECORDED  
&  
INDEXED

5236

SAC'S RECOMMENDATION

SAC Brown requested advice as to whether the Bureau would have any objection to instituting State prosecution of P. F. Henderson for leaving the scene of an accident, as

it was believed he should be prosecuted. In the event there is no objection Agent Chandler would file a complaint against him in Magistrate's Court at Aiken, So. Carolina.

ACTION RECOMMENDED

Although the amount of damage to the Bureau car is only \$10.00, in view of the circumstances it is recommended that SAC Brown be advised the Bureau would have no objection to instituting State prosecution of Henderson for leaving the scene of accident providing the State Desires to press the matter.

ADDENDUM: 8/7/46 (WFG:em)

The Executive Conference of 8/6/46, consisting of Messrs. Ladd, Clegg, McGuire, Harbo, Tracy and Glavin, was of the opinion that no action should be taken by the Savannah Office to institute prosecution against the third party, one P. F. Henderson, who was involved in this accident. An appropriate communication concerning this matter is addressed to the SAC at Savannah.

WFG

lrh

MR. CLEGG

July 15, 1946

H. L. SLOAN

STORAGE OF FBI AUTOMOBILES AT WASHINGTON, D.C.

The Firearms Instructors are on duty at the FBI Academy six days a week from 9:00 a.m. until approximately 5:00 p.m. One instructor, each night, remains at Quantico and is on duty until 11:00 p.m., at which time the building is locked. In order to work these hours at Quantico, which is so far from their Headquarters City, it is, of course, necessary that the instructors leave Washington, D. C. at 7:30 a.m. in order to arrive at Quantico and be ready for work at 9:00 a.m. We have arranged a schedule in order that the men who go to Washington in the evening may leave the Academy at approximately 5:00 p.m. in order to arrive in Washington by 6:30 p.m.

All but one of the instructors live in Alexandria and South Arlington, and it has been the custom for those Agents to drop off near their homes on the trip to Washington. For the past few months, and until just recently, the car which is assigned to Quantico has been parked in the Court Yard of the Department of Justice Building and the keys left in Communications. In the past, and with prior Bureau authority, the instructors have been permitted to store the car used for their transportation from and to Washington in the Richmond Field Office contract garage, located in Alexandria, Virginia, and still later in a contract garage in Arlington, Virginia. By doing so, it enabled the Agent driving the car to avoid the early morning and late afternoon heavy traffic in the District of Columbia and allowed him to leave home anywhere from thirty minutes to an hour later in order to be at Quantico at the beginning of classes at 9:00 a.m.

At the present time, it is necessary to park the car in the Service Center, Fourth and Constitution Avenue, N.W., which entails considerable loss of time on the part of the Agent getting the car in the early morning due to a skeleton crew at the Service Center at that time. In order to make sure that the car can be obtained by 7:30 a.m., it is necessary for an Agent to call for same by 7:00 a.m.; and to arrive there at 7:00 a.m. it is necessary for the Agent to leave home, depending upon who goes after it, anywhere from 6:00 a.m. to 6:30 a.m.

Since June 11th, Special Agent R. N. FAUNTLEROY has been assigned to the Firearms Instruction Staff at Quantico. He resides in Hyattsville, Maryland, having been Resident Agent in the Baltimore Field Office for some time. He lives within walking distance of the Baltimore Field Office contract garage in Hyattsville where the storage rates are the same as those at the Service Center. Agent FAUNTLEROY has been unable to locate an apartment or house in Alexandria or Arlington.

In view of the fact that Agent FAUNTLEROY lives in the Northeast section of Washington, he has been driving the car and the other instructors drop off near their homes in Arlington and Alexandria as hereinbefore described.

ORIGINAL FILED IN

July 15, 1946

Agent FAUNTLEROY has been storing the automobile and picking it up in the morning which does not permit him to arrive at his home before 7:00 p.m. and necessitates his leaving the house at approximately 6:00 a.m. in order to obtain the car at the Service Center. He has to ride two buses and walk six blocks in order to do this. This not only applies to Agent FAUNTLEROY but to any other instructor who would obtain the car at the Service Center each morning.

Agent FAUNTLEROY has contacted the manager of the contract garage in Hyattsville who advises that he will store the Quantico car under the Baltimore contract and bill us for same at Quantico.

Inasmuch as previous Bureau authority has been obtained for storing the Quantico car in a contract garage other than the Service Center, I have authorized Agent FAUNTLEROY to store our car in the contract garage at Hyattsville and this practice will be followed unless advised to the contrary. This practice costs the Bureau no more than it would cost storing the car at the Service Center and saves about ten to fifteen hours a week of necessary overtime.

HLS:des

Storage of automobile in the Baltimore Resident Agency garage at Hyattsville, Maryland was approved by the Executives Conference on July 16, 1946 those present being Messrs. Tolson, Tracy, Glavin, Ladd, Long, McCabe and Clegg.

Director, FBI

July 24, 1946

SAC, Savannah

*Exhibit C*

SOUTH CAROLINA STATE HIGHWAY SAFETY CONFERENCE  
July 30 and 31, 1946; COLUMBIA, SOUTH CAROLINA

The Bureau is advised that Governor Ransom J. Williams, Columbia, South Carolina, has called a State Highway Safety Conference to convene at Columbia, South Carolina, on the indicated dates. This conference has been called at the request of the President of the United States and is to be patterned after the President's Safety Conference held May 8, 1946, at Washington, D. C.

Mr. W. L. Hardeman, Director of the South Carolina Highway Patrol, has advised me that the National Safety Council is taking no active part in the meeting at Columbia, but that leading men in the National Safety Council have been invited to attend. It is the desire of the South Carolina Highway officials to keep this conference a local affair.

The meeting on July 30 will consist entirely of committee work followed by a general meeting on July 31, 1946, to be held in the City Auditorium. 2000 persons are expected to attend the general meeting at which reports from the committees will be heard. This office has a list of the various committees, but inasmuch as 700 persons in South Carolina have been appointed to the various committees, no effort is being made to furnish the Bureau with details concerning the composition of these committees.

Representatives of this office will not attend the meeting unless contrary advice is received from the Bureau.

cc: Charlotte

DKB:BLH

RECORDED  
&  
INDEXED

9

66-255-5238  
F B I  
61 AUG 20 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

August 5, 1946

THE EXECUTIVE CONFERENCE

On August 2, 1946, the Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Nichols, McCabe, Ladd, and Clegg being present, considered the matter of assigning students attending the FBI National Academy for contact and interview by Bureau officials and supervisors.

The first undertaking of this type resulted in a majority of the class being contacted, but some of the officials to whom the assignments were made did not make contacts at all due to the pressure of other matters, and some made rather frequent and generous contacts, others very superficial contacts. As a result it was believed that this was an unsatisfactory procedure and instead of making assignments, the next class was not assigned in this manner. The Thirty-second Session which graduated in July was handled in the following manner: A memorandum went to each Bureau official and supervisor at the Seat of Government with the suggestion that contacts be made when possible and, as a result, from the memoranda submitted 29 were contacted and 55 members of the class were not contacted other than by the staff of the Training and Inspection Division. There was no report from 16 supervisors and officials.

It was recommended the following procedure be adopted in the future: That a list of class members, together with the Departments which they represent, be furnished to each Bureau official and supervisor with the suggestion that the Bureau representatives contact any of the students whom they know, any of those who are from cities where there are likely to be mutual acquaintances or from the same section of the country or state; that contacts be made if the Bureau representative was formerly an Agent assigned to the area from which the student comes, or if the Bureau representative is acquainted with some of the personnel of the Police Department.

In order to save paper work, it is recommended there be no report submitted by the supervisory staff relating to these contacts. If this is approved, there is attached hereto a memorandum and a class roll for distribution.

Respectfully,  
For the Conference

RECORDED 66-2554-5239  
Clyde Tolson  
F B I  
55 AUG 21 1946

E. A. Tamm

INITIALS ON ORIGINAL -

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachment

cc Mr. Hendon  
cc Mr. Clegg  
1946

WNC:elk

ORIGINAL COPY FILED IN 1-4-75-41



COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: August 8, 1946

FROM : L. R. PENNINGTON

SUBJECT: ANTI-RACKETEERING

The recent enactment of the Hobbs Bill has made Section 12 of the Manual of Instructions and Chapter 2, Part III of the FBI Handbook obsolete. New Manual sections have been prepared and are attached for your approval.

RDS:ms

Attachments

Approved by the Executive Conference attended by Messrs Clegg, Rosen, Tracy, Harbo, Hendon, and Ladd, 8/15/46.

RECORDED

11-2884-5240  
F B I

80 AUG 20 1946

ENCL.

FILED  
17  
33 AUG 19 1946

ORIGINAL COPY FILED IN

*pe*  
SAC, New York

August 15, 1946

Director, FBI

SPANISH MANUALS

Reference is made to your letter dated August 1, 1946, in which you refer to the existence of 44 Spanish Manuals in the New York Office which were used primarily in connection with Spanish classes previously held there.

In view of the fact that these manuals occupy a comparatively small amount of space, as they are believed to be well prepared, as their use in the future may well arise, and as it appears that there are 25 of these manuals presently charged out to employees, it is believed that your office should continue to carry these manuals in the New York Office as at present.

HHC:elk

0  
Approved by Executive Conference August 5, 1946, Messrs. Tamm, Glavin, Tracy, Hendon, Harbo, McGuire, Mumford, Rosen and Clegg being present. HHC

COMMUNICATIONS SECTION  
AUG 16. 1946

RECORDED

166-2554-5241  
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91 AUG 21 1946

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59 AUG 20 1946 103

CONFIDENTIAL

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR  
FROM : THE EXECUTIVE CONFERENCE  
SUBJECT:

DATE: August 14, 1946

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Rosen, Hendon and Tracy considered the attached suggested Bulletin and unanimously recommends issuance to the Field.

The Bulletin is to advise Field Offices why the Field Office is carried as the contributor rather than the armed service in deserter fugitive cases. For the Director's information, in such cases the fingerprint card is recorded as having been submitted by the Field Office in order that the Field Office will receive follow-up copies of identification records. If such fingerprints were recorded as having been received from the armed service, the particular armed service would receive the identification records, and of course the armed service would have no interest in receiving them.

Respectfully,  
For the Conference

Clyde A. Tolson

E. A. Tamm

cc - Mr. Clegg  
Mr. Hendon

SJT:obp

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257

66-2554-5242  
FBI  
61 AUG 23 1946

EX - 22

55 AUG 29 1946

RECEIVED

100  
The Director  
Executives Conference

8/12/46

The Executives Conference, consisting of Messrs. Tamm, Tracy, Hince, Glavin, McCabe, Long, Ladd, Hendon and Nichols, considered the matter of dispatching teletypes after office hours and the over-all subject of the handling of mail.

The Conference was unanimously in agreement that the attached instructions should be issued to the messenger service, the teletype service, the Reading Room and to all Assistant Directors. A memorandum setting forth the instructions is attached, in the event the Director approves.

OK  
Respectfully,  
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg  
Mr. Hendon

Attachment

LBN:hbm

hbm  
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

207  
AUG 26 1946

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&  
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352

166-2557-5243  
AUG 25

EX - 52

JBN

5. The Bureau would be in a position to help formulate standards such as uniformity in size of fingerprint cards which might be of some advantage to the Bureau.

CONCLUSION: 1. I don't think it is worth \$1,500 or even \$15 as far as any practical value accruing to the Bureau is concerned.

2. If there is any American police agency to be affiliated with the group obviously it should be the FBI.

RECOMMENDATION: That the Director accept the position of Vice-President and the Bureau be a participating member of the organization.

6/26/46

EXECUTIVES CONFERENCE CONSIDERATION: After discussion of the above advantages and disadvantages, Mr. E. A. Tamm and Mr. Harbo recommended unfavorably as to the Bureau's participation in this organization feeling that the principal reason for the invitation was in order to get the \$1500 membership fee which is assessed.

Messrs. Tolson, Glavin, Tracy, Hendon, McGuire, Ladd, Rosen and Clegg recommended favorably feeling it would be to the Bureau's advantage to be the American representative on this group rather than have some other organization selected.

Respectfully,  
FOR THE CONFERENCE

Dlyde Tolson

E. A. Tamm

hnc:kd

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MR. TOLSON

INITIALS ON ORIGINAL

6/20/46

H. H. CLEGG

*0 Executive Conference*

Concerning the attached notification to the Director relative to his election to the position of Vice-President of the International Commission of Criminal Police I have reviewed the file in this matter and the following appears to be the disadvantages involved in affiliation with this group:

1. It would require an annual appropriation of at least \$1,500 which although already in the appropriation phraseology it does represent an exorbitant fee when compared with any benefits derived.
2. Controversy and confusion will likely exist for a number of years as to the participating nations considered eligible.
3. I know of no record of accomplishment which would be favorable to the United States or to the FBI in particular.
4. The organization would serve to unite a block of police organizations perhaps in a cooperative effort that might eventually be diverted into undesirable channels particularly if Russia should gain domination of the whole European continent.
5. The Director would likely be unable personally to attend each annual meeting.
6. Any world police organization which the Director does not head would place him in a subordinate position on a comparative basis as far as title is concerned which would be ridiculous when considering police organizations of any country in the world.

Some possible advantages would include the following:

1. It would give the FBI recognition as being the representative of the United States in this world ~~law~~ police organization.
2. If the FBI doesn't participate as a member there is a possibility that the Secret Service, the Treasury Enforcement Agency or New York City Police might be selected to represent the United States.
3. If this organization should be brought within the scope of supervision by the United Nations, membership at this time would place the Bureau in an advantageous position.
4. There would develop some cooperative relationships with perhaps a minimum of practical value to be expected.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

HHC:PJ

*32*  
OCT 2 - 1946

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Memorandum for Mr. Nichols

August 9, 1946

I do feel that if some good exhibits are made up by the Fidelity and Guaranty Company pertaining to the Bureau's work it would be excellent advertising from our standpoint. I see no objection from the standpoint of policy since, as Mr. Hall indicated, the Fidelity and Guaranty Company wants to stay in the background and its name will not necessarily be associated with any particular exhibit. I think the Bureau may desire to go along on this matter in the event the Company is willing to use a little money and get a real professional job done on the exhibits.

While at the Bureau, Mr. Sheridan inquired concerning translite film and requested that we advise where it can be obtained.

RECOMMENDATION: It is suggested that the attached letter go forth.

10

ADDENDUM; JF:JEJ; 8-14-46

Approved by <sup>O</sup> Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, McGuire, Hendon, and Rosen.

MAJ:HN

Mr. Nichols

8-9-46

U. A. Jones

In accordance with prior arrangements, Mr. Richard C. Sheridan, Schneidersmith and Sons, Baltimore, Maryland, and Mr. J. Dillard Hall, Assistant Agency Director of the U. S. Fidelity and Guaranty Company, Baltimore, Maryland, called at the Bureau on Wednesday, August 7, 1946, and conferred with Mr. Leonard and me concerning the possibility of receiving some material for use in exhibits in various branches of the Fidelity and Guaranty Company throughout the country. Mr. Sheridan is connected with the advertising firm for this concern. Mr. Hall exhibited a typical letter received from his branch in New York asking for an exhibit for use in a first floor window at Rockefeller Center. He stated this was typical of the requests they get and they would like very much to be able to get up some good exhibits. He added that advertising the U. S. Fidelity and Guaranty Company did not figure in the matter since they had other outfits for Company advertising. Mr. Hall exhibited a photograph of a window in Baltimore containing an exhibit of the Brady case. I have been unable to find a record to the effect that the Bureau furnished this exhibit and it would appear that it came from the Baltimore Police Department. In any case, the Bureau's name figured prominently in the exhibit. He stated that this exhibit containing a lot of original evidence was shipped around the country, staying about two weeks in each particular city. He added it received such favorable comment even though it was a nonprofessional job.

Mr. Leonard discussed with Messrs. Sheridan and Hall various aspects of the Uniform Crime Reports bulletin and made a number of observations concerning possible displays. Mr. Sheridan stated that this matter had been considered and that he was afraid such a display would not have sufficient attraction to make people on the street stop to look at it. He added, however, that he had not given up the idea entirely and that ~~possibly~~ something could be worked out along this line.

Inasmuch as the two men had not taken a tour of the Bureau, they were shown around for over an hour by Special Agent Gerner. Upon their return to the office they were very enthusiastic about what they had seen and stated that they were more convinced than ever that some good exhibits could be made up on the FBI. It was agreed that the Bureau would send to Mr. Sheridan a memorandum on a number of typical cases of possible interest on the standpoint of exhibits. He stated that after he had reviewed this material he would get in further touch with the Bureau and outline just the type of exhibit he wanted to make up. I told him that this would be fine and that the material would be sent along in the next few days.

cc: Mr. Leonard  
cc: Mr. Gauthier

AUG 30 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 62-45-431-91



Mr. Bacon - July 23, 1946

actual sentences recorded for the original substantive offense; for example, National Motor Vehicle Theft Act, or White Slave Traffic Act. Then, indicate in a foot note applicable to the total of actual sentences imposed that the totals represent, for example, 700 years in sentences resulting from the revocation of 500 probationary sentences. It is believed that this procedure is practical from whatever theory it may be analyzed and at the same time will eliminate the objectionable features involved previously in the recording of statistics in probation violator cases. In further support of the suggested procedure, it may be observed that factually speaking, a probationary sentence originally imposed and the actual sentence imposed after revocation of the former are two directly separate acts of the court which are based on entirely different acts. The revocation of probationary sentences in perhaps 40 per cent of the cases are based on some substantive violation of a Federal statute in which the United States Attorney declines prosecution in favor of having the subject's probation revoked.

ADDNEDUM; LBN:HBH; 7-26-46

<sup>0</sup>  
The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, McCabe, Long, Ladd, Hince, Hendon, Tracy and Nichols, considered the above and unanimously recommended no change, on the ground that the statistic to be recorded has previously been discontinued, that fugitives apprehended are recorded, and that the imposition of sentences would have to be footnoted, which would require additional work, and would be significant.

Mr. ROSEN

July 23, 1946

W. H. CAVR

FEDERAL STATISTICS

I have noted the memorandum of June 24, 1946, from Supervisor A. D. Leonard to Mr. Nichols, suggesting the discontinuance of recording statistics in probation violator cases except fugitives located in this category, and I am therefore submitting the following observations and suggestions:

1. It is apparent that the Bureau will not receive deserving credit for the time spent in handling probation violator cases if only fugitive credits are to be recorded.
2. The statistical credit previously recorded is hardly commensurate with the effort expended and to reduce it further would detract from our over-all accomplishments. Here it might be mentioned that the Bureau's interest and persistence alone is frequently the main factor motivating probation officers, and in turn the courts, toward the task of giving due consideration to these cases. It may also be mentioned that the Bureau handles approximately 2,500 probation violator cases per year.
3. It is submitted that as long as appropriations, the allotment of personnel, and a showing of tangible results are based, principally upon statistical records, it would not be wise to eliminate any phase of the Bureau's work in the computation of statistical records. It is noteworthy that the actual sentences imposed as a result of probationary sentences revoked during the fiscal year 1945, constituting more than 4 per cent (740 years, 3 months, and 19 days) of the total actual sentences imposed (17,902 years, 3 months, and 17 days) in the 57 designated classifications from which statistics were recorded.

RECOMMENDATIONS

RECORDED 66-2554-5246

1. It is recommended that the Bureau continue to record the number of probationary sentences revoked as well as the actual sentences imposed as a result thereof since this will be the principal medium through which work in the field can be tabulated. The inclusion of these statistics are essential to an accurate record of accomplishments. The number of fugitives apprehended in this category hereafter will be inconsequential.

2. With a view to simplifying the tabulation of these statistics, it is suggested that we record only:

- (1) Number of probationary sentences revoked, and
- (2) Actual sentences imposed. Then add the latter to the

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WHC:MH

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EXECUTIVE CONFERENCE MEMO

Page 2

training and research of a technical and scientific nature is afforded Bureau technical, scientific and professional employees in connection with their regularly assigned duties.

8-23 The Conference suggests that the Bureau advise Mr. McGranery that it defers to the judgment of the Department on this particular bill. Such a memorandum is attached hereto.

Respectfully submitted,  
FOR THE CONFERENCE

OK  
Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

WRG:dmb

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

THE EXECUTIVE CONFERENCE

August 16, 1946

W  
S  
The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin considered a memorandum received from Mr. James P. McGranery, the Assistant to the Attorney General, regarding proposed Senate Bill 2183 to authorize heads of executive departments and independent establishments of the United States Government to grant scientific, technical, and professional employees short leaves of absence for advanced research and study. The Conference was advised that the memorandum from McGranery requesting the Bureau's opinion on the aforementioned bill was forwarded to the Bureau under date of August 2, 1946, after Congress had adjourned. The Conference was further advised that prior to the time it could be returned to the Department, an additional memorandum dated August 9, 1946, was received from Mr. McGranery stating it was felt that the Bureau should furnish its views on the bill as promptly as possible regardless of the fact that Congress had adjourned.

For the Director's information, the bill states that the head of any executive department or independent establishment of the Government of the United States is authorized, under such rules and regulations and procedures as he may prescribe, to grant leaves of absence from his regularly designated duties for period of time not in excess of eight hours per week to any employee of demonstrated scientific, technical or professional ability for the purpose of allowing such employee to carry on advanced research and study in approved institutions of higher learning, when in the opinion of the head of the department or establishment concerned such research and study will materially increase the value of such employee in the Government. The bill contains a proviso, however, that no leave of absence for this purpose shall be granted to any employee if the performance of his regularly designated duties will be adversely affected by such absence.

EX - 22

RECORDED & INDEXED

66-2554-5247

The bill further points out that such leave would not be charged against the regular annual leave of the employee and no deductions will be made from such an employee's salary or such leave taken from him.

The Conference feels that Mr. McGranery should be advised that insofar as the Bureau's scientific, technical and professional employees are concerned, such leaves of absence for this purpose would adversely affect their present assignments and that further additional

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

176  
16 28 1946

H

ps  
THE DIRECTOR

August 19, 1946

THE EXECUTIVES CONFERENCE

~~ARMY SECURITY AGENCY EXTENSION COURSES~~

The Army Security Agency conducts extension courses in technical subjects such as cryptography and cryptanalysis. In the past in accordance with War Department regulations, enrollment in these courses has been limited to Army personnel and civilian War Department employees. The Army Security Agency advises it has received requests from other Government Departments that their employees be permitted to participate in such extension courses, with the understanding that any individual application would not be considered unless it was received through official channels and had been approved by the agency in which the individual was employed. Army requested our views.

The Conference consisting of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy and Harbo considered this inquiry on August 19. The Conference was unanimously of the opinion that the Bureau advise the Army Security Agency that we have no objection to such a modification in their training program, provided that training in cryptanalysis is limited to personnel from the War Department, Navy and FBI, inasmuch as the President by memorandum for the Director of the Bureau of the Budget dated July 8, 1942, instructed that cryptanalytic units in agencies other than the three above mentioned be discontinued.

If the Director approves, the Army Security Agency will be advised in accordance with the Conference recommendation.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

RECORDED & INDEXED  
302

EX-50

66-2554-5248

RH

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

176  
AUG 29 1946

THE DIRECTOR

August 14, 1946

*ps*  
THE EXECUTIVES CONFERENCE

SUGGESTION OF USA G. A. GLEESON  
PHILADELPHIA, PENNSYLVANIA

The Executives Conference on August 13, 1946, those present being Messrs. Ladd, Glavin, Tracy, McGuire, Rosen, Harbo, Hendon and Clegg, considered the suggestion made by United States Attorney Gleeson of Philadelphia concerning the inclusion of unnecessary material in investigative reports.

The attached letter in reply to Mr. Gleeson in line with the Director's instructions was approved.

In addition the attached bulletin to the field calling attention to these derelictions was approved. Also the Conference unanimously recommended that 30 days from the issuance of this bulletin the supervisors who have occasion to review reports make use of the attached form letter, which was approved, in informing the field as to apparent violations of the instructions set forth in the bulletin.

It was also recommended that beginning 30 days from the date of the attached memorandum to the Assistant Directors who have an opportunity to review investigative reports certain supervisors be selected in the investigative divisions to make spot checks of 500 investigative reports stamped "file" and that these spot checks continue for four consecutive weeks with the supervisors making use of the form letter whenever there are apparent violations of the instructions.

There is also attached a memorandum to Bureau inspectors enlisting their efforts in the same improvement of investigative reports.

RECORDED  
INDEXED  
Respectfully,  
For the Conference

*K2*  
Clyde Tolson

E. A. Tamm

cc - Mr. Hendon  
Mr. Clegg  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Attachments (5)

63 AUG 19 1946

103

*(Handwritten signature)*

SAC, Indianapolis

August 14, 1946

Director, FBI

*ps*

REQUEST FOR IDENTIFICATION DATA BY  
POLICE DEPARTMENT TELETYPEWRITER

Reference is made to your letter of August 8, 1946, advising of the desire of the Indiana State Police to utilize their teletypewriter facilities in communicating directly with the Bureau in emergency cases requesting identification data from the fingerprint files of the Identification Division of the Bureau.

You are advised that it will be satisfactory for you to inform Mr. William I. Waggoner, Director of the Indiana State Police Bureau of Identification, that the FBI has no objection to the Indiana State Police calling the Bureau direct through its teletypewriter facilities. Accordingly, you should furnish to Mr. Waggoner the Bureau's teletypewriter number which is 0711. In discussing this with Mr. Waggoner it is suggested that you advise him of the desirability of the Indiana State Police preparing such calls that are placed to the Bureau and the Bureau will send our reports directly to the Indiana State Police collect in order to obviate any billing difficulties.

CC - Mr. Tracy

JJ:CG:MP

ADDENDUM; JJM:JEJ; 8-14-46

Approved by Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, McGuire, Hendon and Rosen.

COMMUNICATIONS SECTION  
AUG 15, 1946

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61 AUG 37 1946

EX-26

53 SEP 12 1946  
37  
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ORIGINAL COPY FILED IN 62-30508-206

Under date of January 3, 1946, a letter was received from Palayo Sueiro indicating his desire to exchange "Investigation" for the FBI Law Enforcement Bulletin. His request was not honored at that time.

The attached letter dated June 10, 1946, is substantially the same as that received from Mr. Sueiro in January.

Respectfully,

M. A. Jones

Attachment

BHM:hmm

✓  
ADDENDUM: LBN:MP 7-19-46 - The Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Tracy, Hendon, Ladd, McCabe, and Nichols considered the request of the Spanish authorities for the FBI Law Enforcement Bulletin. Messrs. Glavin, Tracy, Hendon, Ladd and McCabe recommended that the FBI Law Enforcement Bulletin be furnished the Spanish authorities since Spanish authorities are furnishing us their bulletin and there is nothing in our bulletin of an intelligence nature anyway. Messrs. Tolson, Clegg and Nichols opposed furnishing the Bulletin on the grounds that Spain is still under fire politically, Spanish people are heavily infiltrated communistically and no purpose would be achieved by furnishing the Bulletin.



July 16, 1946

MEMORANDUM FOR MR. NICHOLS

RE: "INVESTIGACION" A  
SPANISH POLICE MAGAZINE  
EDITED BY Pelayo Sueiro

*Executive Conference*  
Your attention is directed to the letter from

Mr. Pelayo Sueiro, Editor of the above identified magazine dated June 10, 1946. Pursuant to your request I am setting out a summary of past relations with this magazine.

In a letter dated February 22, 1945, the State Department provided the Bureau with a copy of a dispatch from the United States Embassy, Number 8990, dated at Madrid, February 5, 1945, with the subject "Publication, 'Investigacion.'" This dispatch stated that Lauriano Garcia, former sub-chief of the "Internal Department" of the Direccion General de Seguridad, was the publisher of Investigacion and very friendly toward the Embassy. Garcia furnished the Embassy confidentially, copies of the magazine and stated he would be interested in receiving on an exchange basis, non-confidential material which the Bureau from time to time might issue. A question was raised as to the desirability of furnishing any material to Garcia for publication.

A check was made with the Legal Attache, Frank Siscoe, in Madrid and he advised that Louriano Garcia was not included in the list of members of the editorial staff of "Investigacion." He suggested that it was unwise to furnish material to this publication because (1) certain firms advertising in instant magazine were on the American Proclaimed List of Blocked Nationals, (2) because recent issues had contained material furnished by German Police organizations, and (3) because the Spanish Police had been noted for their open and notorious collaboration with the German Gestapo and many high officials in the Spanish Police had expressed outspoken friendliness and sympathy for the Nazi cause.

In view of the circumstances, the Bureau advised the State Department that it was regarded unwise to contribute any material directly or indirectly to Garcia or official representatives of this publication at that time.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-11-86 BY SP6 BJA/PC

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44

166-2554-5201

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61 AUG 27 1946

— RETURNED TO SENDER

C.N. 263,670

55 SEP 10 1946

ORIGINAL COPY FILED IN 64-2554-5201-6

COPY:FC

SAC, SAN ANTONIO

August 16, 1946

DIRECTOR, FBI

BLOCK STAMPING AND INITIALING OF ~~DAILY~~ REPORT FORMS

In connection with your letter dated June 21, 1946, concerning the block stamping and initialing of daily report forms, you are advised that the regulations were not changed with respect to this procedure and the report form should be block stamped and initialed as required.

NOTE: Approved by the Executives'  
Conference 8/12/46, those present  
being Messrs. Glavin, Tracy, Harbo,  
Ladd, Hendon, Rosen, and Clegg.

HHC:fvk  
cc: Mr. Clegg  
Mr. Hendon

RECORDED  
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310

166-2137-5252  
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61 AUG 20 1946

COMMUNICATIONS SECTION  
AUG 16, 1946

57 SEP 4 - 1946

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Attorney, perhaps from 5:00 to 5:30 P.M. daily or from 8:30 to 9:00 A.M. as the facts seem to justify. The objected to Agents' having to "report in" or communicate with the United States Attorney's office periodically or even at irregular intervals for this would provide the semblance of some sort of "reporting in" or other administrative control over the Agents and was believed to be undesirable. It is a practice in other Resident Agencies that if an Agent for other reasons is in the United States Attorney's office the United States Attorney or his clerical staff will furnish to the Agent the name of any individual who desires to make a complaint and this could be pursued, as well as the practice of having it regularly understood with the United States Attorney, with the Police Department, and with the State Patrol, as well as the Postmaster, that if anyone desired to see an Agent there would be one on duty at a certain stated time which, from indications, need not be in excess of 30 minutes per day.

2. Messrs. Rosen and Hendon felt that in the absence of any specific instance being cited whereby the work of the Bureau had not been properly handled because of inavailability of an Agent, because the complaint seemed to be nebulous, and because the establishment of a procedure at Wilmington might set up a routine to be followed in other field offices and as the United States Attorney might be inclined to say, "I'll have one of my Agents of the FBI available at such and such a room at a specific time" they recommended that no action whatever be taken with respect to the United States Attorney's suggestion about Agents' being in the office since there appeared to be no need for it.

3. Mr. Glavin was of the opinion that the Baltimore Office should be instructed to have an Agent available in the Wilmington Resident Agency continuously over a period of one week to keep detailed records as to complaints, telephone calls, and visitors so that this suggestion could be handled based upon facts ascertained without any further quibbling at any future time, and we would have records to back up any decision that the Bureau might reach.

Concerning the suggestion that a stenographic employee be assigned at all times to the office, the conference between SAC Hallford and the United States Attorney led them to the conclusions that arrangements would be made for the Agents on a scheduled basis to dictate promptly in the office at Baltimore so that reports could be expedited and dictating equipment will be placed in the office which will permit them to dictate regularly as expeditious cases are developed and the records can be sent to Baltimore for prompt transcription. Hallford further believed that in emergency a blind memorandum of the essential facts could be prepared by the Agent and handed to the United States Attorney to enable him to prepare a criminal information if this would handle the possible difficulties which might arise in connection with delayed reports when subjects desired to enter a plea of guilty.

The Executive Conference had recommended unfavorably on the proposition of Agents' preparing individual memoranda and brief reports to bring directly to the United States Attorney since it was believed that all written communications should

be transmitted to the United States Attorney through the office of the SAC. Further, it was previously decided that in instances of real emergency such as where the defendant immediately after signing a confession would have an opportunity to enter a plea of guilty before any sort of report was prepared, the Agent could orally furnish the United States Attorney the facts so that the United States Attorney could prepare the criminal information which would furnish the basis for the plea of guilty of the defendant since already the Agents have authority to discuss all the facts of the case with the United States Attorney. Therefore, this phase of the suggestion was previously recommended unfavorably by the Executives Conference.

It was believed satisfactory otherwise for the office to use dictating machines and to have a planned schedule for dictation in the Baltimore Office which should provide prompt reporting service to the United States Attorney.

Respectfully,  
For the Conference

*✓*  
Clyde Tolson

*E*  
E. A. Tamm

*I agree I do not know when we wait until such a complaint is received before doing something. SAC & Inspectors should have spotted this delay in procedure & taken steps to correct it long ago.*  
*H.*

THE DIRECTOR

8/14/46

EXECUTIVES CONFERENCE

SUGGESTION

UNITED STATES ATTORNEY MORRIS

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, gave further consideration to the suggestions of United States Attorney J. J. Morris, Jr., of Wilmington, Delaware.

1. That it would increase the effectiveness of the Bureau's work for someone to be in the Resident Agency at all times during business hours so his office could refer complainants to the Resident Agency Office in Wilmington as occasions justify.

2. That a stenographer be constantly assigned to the office to prevent long delays in submitting reports.

The Special Agent in Charge at Baltimore was instructed to make a survey to determine whether one or two periods per day could be decided upon during which regularly one or more Special Agents could be present in the office and that the United States Attorney be so advised in order that they could refer callers to the office during those periods. The Director had approved this survey and conference with the United States Attorney.

A letter from the Baltimore Office indicates that the United States Attorney admittedly handles no criminal cases and he got the suggestion from a clerical employee in his office and the clerical employee and the Assistant United States Attorney who handles the cases could cite no instances wherein the work of the Bureau had been embarrassed because of the absence of an Agent in the Resident Agency Office. The United States Attorney advised he did not think that cases arose frequently wherein it would be necessary for employees of his office to contact Agents immediately although such cases had arisen in the past.

Baltimore and the United States Attorney seem in agreement on a plan whereby two or three times each day if Resident Agents would come into the office they would telephone the United States Attorney's Office to see if there was any message or work which could be performed or any people who were available to be interviewed.

The Executives Conference considered this matter as follows:

1. Messrs. Ladd, Harbo, Tracy, and Clegg were of the opinion that the Baltimore Office should be instructed to have an Agent regularly available in the Wilmington Office for one-half hour period each day at a time which would be determined to be of greatest convenience both to the FBI and the United States

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Hendon

Glavin

Tracy

Clegg

Ladd

Nichols

~~SECRET~~ ~~SECRET~~  
the transfer of each circuit.

depend on the total volume of the traffic on each circuit.

It was felt that no specific action is needed with reference to recommendation #2 of the Committee, since information of this type has already been furnished to Colonel Hayes at the time of his visit to the Laboratory. ~~X~~

It is felt that it would be desirable for the FBI to have an observer present at future meetings of the Processing Allocation Group so that we may be kept advised as to the activities of this group and in view of the possibility that future negotiations may result in their offering an assignment which would be acceptable to the Bureau and would at the same time permit us to cooperate fully in developing joint cryptanalysis operations eliminating duplication of effort and at the same time attaining full and free interchange of communications intelligence. This program does not contemplate any enlargement of the Cryptanalysis Section of the Laboratory. ~~12~~

If the Director approves, action will be taken in accordance with the foregoing recommendations of the Conference.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg  
Mr. Hendon

RTII: AF

Captain of the  
 Army of Headquarters are  
 going to collect the  
 money and the money  
 will be paid to the  
 authorities of the  
 government of the  
 United States.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

~~SECRET~~ ~~SECRET~~

THE DIRECTOR

THE EXECUTIVE CONFERENCE

~~SECRET~~

August 20, 1946

7-4-86

~~CRYPTANALYSIS MATTERS~~

Classified by: SP6 BJA/112  
Declassify on: OADR

It was brought to the attention of the Conference on August 19 that as the result of the Bureau's participation in USCICC (U. S. Communications Intelligence Coordinating Committee) Mr. Parsons visited the Army Cryptanalysis setup at Arlington Hall. Subsequently, Colonel Hayes of the Army Security Agency visited the FBI Laboratory, particularly with a view to observing our Cryptanalysis Section. At that time he raised the question of the Bureau's participation in the Army-Navy program for allocating all cryptanalysis work so as to eliminate duplication of effort. In accordance with Colonel Hayes' invitation, Mr. C. F. Downing, Chief of the Cryptanalysis Section, accompanied by Special Agent I. W. Newpher, visited Arlington Hall on August 14. They attended a meeting of the Processing Allocation Group which is a subcommittee of USCICC. This committee works out the details as to the specific communications to be allocated to the Army and to the Navy. It was ascertained that all diplomatic communication traffic has already been assigned to the Army and the Navy. The only coded traffic which had not been assigned was (1) clandestine and (2) commercial and private.

The committee made three recommendations:

- (1) That an FBI representative be assigned as a member of the Processing Allocation Group
- (2) That this representative supply to the Group technical information concerning the availability and use of personnel, space, mechanical facilities, crypto-intelligence, and other technical matters
- (3) That subsequently such communications intelligence tasks be allocated to the FBI as are consistent with the national requirements and over-all efficiency.

The Conference composed of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy, and Harbo was definitely of the opinion:

(1) That the FBI should designate a representative to serve simply as an observer for the time being to attend the meetings of the Processing Allocation Group. (If this is approved, it is Mr. Harbo's recommendation that Mr. C. F. Downing of the Laboratory be designated.)

(2) That we advise the Processing Allocation Group that the proposed assignment of commercial code traffic and clandestine traffic to the FBI is not acceptable; that we are interested in keeping our personnel assigned on more important and productive material. For the Director's information it is felt that our Cryptanalysis employees should continue to work on selected diplomatic traffic such as Spanish and Argentine. The exact number of circuits which we could undertake to handle would

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

~~SECRET~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE



(Typed August 3, 1946)

MEMORANDUM FOR ALL EMPLOYEES AT THE SEAT OF GOVERNMENT:

The Civil Service Commission has requested that employees not direct correspondence and telephone inquiries to it on personnel matters since many of the letters submitted by employees to the Civil Service Commission cover matters which are not within the jurisdiction of the Civil Service Commission or matters on which the Commission does not have complete information without contacting the agency in question or concerning matters which appropriately can be answered by the agency's personnel office.

Some of the subject matters covered in inquiries addressed to the Commission which should be handled through the Bureau's personnel office are:

- (1) Employment Status.
- (2) Questions concerning leave.
- (3) Effective date of appointments.
- (4) Compensation for injuries.
- (5) Adjustments in pay.
- (6) Retirement rights.
- (7) Promotion, reassignment, transfer, removal, position classification, reduction in force, or other questions on personnel matters.

The Commission pointed out that if an employee has taken the Civil Service examination, a communication should not be directed to the Commission regarding the results of the examination before the employee receives his final notice of the rating.

The foregoing is being posted so that you may be fully advised of the Commission's desires in connection with this matter.

Very truly yours,  
The Executive Conference of August 14, 1946, consisting of Messrs. Madd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin approve preparation of above letter for distribution. WAG-dmb 8/15/46

JFM:ET

INDEXED  
John Edgar Hoover  
Director

RECORDED

EX-29

62-17390-30



August 13, 1946

Mr. J. Edgar Hoover

*NICKNAMES FILE*

In accordance with Mr. Tolson's instructions the memorandum concerning nicknames has been revised and mimeographed.

There is attached an insert for a letter to all Special Agents in Charge advising that copies will be sent out in the near future.

RECOMMENDATION: It is recommended that the Special Agents in Charge letter attached be approved.

H. A. Jones

ADMINISTRATIVE: JEH:JH; 8-13-46

Approved by Executives Conference consisting of Messrs. Glavin, Ladd, Tracy, Harbo, Belmont, Hendon, and Nease.

Encl.

*Handwritten:* Attached with file

*Handwritten:* RECEIVED

*Handwritten:* EX-66

*Handwritten:* 66-2534-5256

*Handwritten:* 66-2534-5256

SAC, Buffalo

August 23, 1946

Director, FBI

**SECRET**  
 [ANDREI IVANOVICH SCHEVCHENKO;  
 Internal Security - R] [X](u)

Reference is made to your communication in the captioned matter advising that Mr. Franey has stated that he intends to dispose of the Zeissikon camera given to him by the subject during the espionage activities of Schevchenko. [X](u)

It has been determined by the Bureau that the Attorney General desires that this camera be retained as evidence and for future possible use in the investigation of the espionage activities of Schevchenko and other individuals associated with him in that activity. You are therefore requested to purchase the camera from Mr. Franey for the amount of \$225.00, which money is to be drawn by you from your confidential fund. You are requested to obtain from Mr. Franey a full receipt listing thereon all serial numbers and other identifying data. You are further requested to retain possession of the camera in the Buffalo Field Division until it is determined by you to be of no further use in the investigation of this case. The Bureau should be advised immediately upon the completion of these arrangements and you should inform Mr. Franey that in the event of any future contact with him by the Soviets he should immediately contact your office in order that appropriate arrangements might be made for the camera to be displayed by him in the event that should become necessary. [X](u)

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 EXCEPT WHERE SHOWN  
 OTHERWISE

COMMUNICATIONS SECTION  
 AUG 27, 1946

RAC:TD

RECORDED  
 EX-10

66-17534-5257  
 FBI

45 SEP 4 1946

The above procedure for the purchase of this camera was approved by the Executive Conference on August 21, 1946.

Classified by SP6 BJA/lyz  
 Declassify on: OADR

DECLASSIFIED BY SP6 BJA/GCL  
 ON 5/12/85 # 287,593

52 SEP 10 1946

**SECRET**  
**SECRET**

ORIGINAL COPY FILED IN 100-340996

W Executive Conference

HERMAN CHRISTIAN ~~LAAS~~

RECORDED  
&  
INDEXED

EX-20

66-2554-5258  
FBI  
61 SEP 2 1946

ORIGINAL COPIES FILED IN

63 SEP 8 1946

## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: August 20, 1946

FROM : H. H. CLEGG

SUBJECT: CHIEF OF POLICE HERMAN CHRISTIAN LAAS  
BENWOOD, WEST VIRGINIA, POLICE DEPARTMENT  
FBI NA APPLICANT 34th SESSION

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

Sources of Information: School records, former employers, references, neighbors, and credit and criminal records.

Applicant was born August 9, 1900, at Benwood, West Virginia. He graduated from high school in 1919, and attended West Virginia University for one year. He also attended a commercial school at Wheeling, West Virginia, for a year. He did odd jobs from 1921 to 1931, was Justice of the Peace for five years, was an insurance salesman for seven years, a deputy sheriff for one year and has been Chief of Police at Benwood since 1944. He served in the United States Army from September, 1942, until April, 1943. His physical examination on discharge reflected that he had defective vision. His right eye uncorrected is 20-40, and left eye 20-200.

The investigation by the St. Louis, Cincinnati, Pittsburgh Offices disclosed no information except the following:

Applicant was suspended as Chief of Police on June 19, 1945, by Mayor Raphael Deegan for neglect of duty and inefficiency in office. Applicant was charged with (1) being partially responsible for a police strike on January 9, 1945, in that by word of mouth he encouraged Benwood police officers to go out on strike for shorter hours; (2) he failed to obey an order of the city council that city property in his charge be collected from certain policemen who were out on strike; (3) although ordered to work at the city building during the emergency created by the strike he failed to carry out the order and recommendation of the city council; (4) that he had released certain policemen without bond or had put up bond for them; (5) that an individual was assaulted in the presence of the Chief of Police in the city building and the party making the assault was not arrested at that time for the act; (6) that the Chief of Police had loaned his revolver to an unbonded city employee to shoot a dog. Applicant was given a hearing before the Benwood City Council on July 10, 1945, on these charges. He did not deny the charges but did protest the suspension. He was given a warning, the suspension was lifted and he was paid all back pay.

The Pittsburgh Office advised that the police officers denied that it was due to applicant's coercion that they went out on strike. The office also advised that there was no evidence to substantiate the charges. <sup>It was</sup> noted that these charges may have come as a result of the fact that the Chief is the only Republican official in the city, and the entire city council and all other city officials are Democratic. The Mayor and the City Clerk upon interview advised that they did not feel that applicant's neglect of duty was malicious or intentional but is due to the fact that he is too easy going, too good natured and does not spend enough time doing police work. Both of these men stated that applicant is of good moral

JSR:djb

character, is well regarded in the community, keeps good habits and that it would do applicant a great deal of good to attend the Academy. The neighbors and other persons contacted recommended applicant favorably. In addition to his work as Chief of Police, applicant also does notary work and sells fire and automobile insurance on the side. Former employers state applicant is honest, industrious, respectable, and they would rehire him immediately.

Recommendation: FAVORABLE. If approved, the attached letter of invitation will be sent.

*no HAC*  
Unanimously disapproved by Executives Conference on August 23, 1946, those present being Messrs. Ladd, Harbo, Nichols, Rosen, Tracy, Glavin and Morgan.

Attachment

*✓ W*

THE DIRECTOR

7/9/46

JOINT COMMITTEE

MEMORANDUM #291

RECEIVED: JES PARTER

MEMPHIS FIELD DIVISION

RELEVANT SUBJECTS: That the Chief Clerk's daily report as to pending work be eliminated.

ADVANTAGES:

1. Saves work.
2. Is inaccurate - based on estimates.
3. Waste of paper.
4. Constant repetition.

DISADVANTAGES:

1. Necessary guide for SAC.
2. Chief Clerk can use it in assigning specific duties equitably.

RECOMMENDATION - CHIEF CLERK'S REPORT: In Favor - 22  
Opposed - 9

RECOMMENDATION OF THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy  
D. C. Hendon E. Scholtz

Recommendations: This report was considered important in permitting the Chief Clerk and the SAC to concentrate on any backlog or clerical work that had accumulated in order to keep the work flowing evenly and smoothly and there is no guide as to when this is necessary without this report which was examined in detail. It was believed it should be retained as is.

ENCLOSURE

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously approved the suggestion.

REMARKS

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #377

EMPLOYEE: DOROTHY R. BROWN, PRINCIPAL CLERK, SEATTLE

MEMBERS PRESENT: H. H. CLEGG

L. V. BOARDMAN

R. T. HARBO

S. K. MCKEE

EMPLOYEE SUGGESTS: That when file folders are removed from the closed file section in connection with the current program for conserving space, the file folders be reversed and the old file number and title be blocked out so that the folders may be used when they are in suitable condition for further use.

NOTE: On other occasions it has been brought to the attention of the field that file folders should be so reused, but since it appears that in the office from which this suggestion emanated a contrary practice is followed, it appears desirable that an SAC letter be forwarded to all offices embracing the suggestion.

RECOMMENDATION: That the attached letter be sent to all Special Agents in Charge.  
(Attachment)

RTH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

On 8/26/46 unanimously approved recommendation of Joint Committee. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

RTH:AF

RECORDED  
&  
INDEXED

EX-20

66-2554-5260

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

SEP 5 - 1946

CC - Mr. Hendon, Mr. Clegg

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #369

EMPLOYEE: SAC D. K. BROWN, SAVANNAH

MEMBERS PRESENT: H. H. CLEGG  
R. T. HARBO

L. V. BOARDMAN  
S. K. MCKEE

EMPLOYEE SUGGESTS: That specific instructions be furnished to the field as to the necessity of maintaining case files pending in order to report the outcome of prosecution in state court or military court in lieu of Federal prosecution.

NOTE: Until July 1, 1946, the Bureau maintained statistics concerning convictions in state courts and military courts but this has now been discontinued.

RECOMMENDATION: The Joint Committee is unanimously of the opinion that the attached SAC letter should go forth advising the field that it is unnecessary to maintain the case file in a pending status simply to report for statistical purposes the outcome of state court or military court prosecution; however, that the case file should, of course, be maintained in a pending status when there is some other valid reason for keeping the file open, such as would be the case in the event the United States Attorney had held in abeyance his decision as to Federal prosecution until he learns the outcome of state court action.

RTH:HD  
(ATTACHMENT)

EXECUTIVES CONFERENCE CONSIDERATION: Executive Conference on 8/26/46, composed of Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo, unanimously approved the recommendation of the Joint Committee.

RTH:AF

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Jandy \_\_\_\_\_

RECORDED  
&  
INDEXED

357

SEP 4 1946

66-2554-5261

CC \* MR. HENDON, MR. CLEGG



THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #233

EMPLOYEE: LEWIS A. TAYLOR, ASSISTANT CHIEF CLERK  
SAVANNAH FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

D. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS:

That when duplicate serials are removed from closed files the top portion of the Acco fastener be removed and the two prongs turned outward to bind the file together, thus saving space equal to the Acco fastener top.

ADVANTAGES:

1. Some saving in space.
2. Some saving in supplies.

DISADVANTAGES:

1. Recently the Bureau instructed that file folders be destroyed after a closed file is one year old. This makes it imperative that the best possible type of binding be used in keeping the file in proper shape. This binding is found in the portion of the Acco fastener which it is proposed to eliminate.
2. The proposed method will not securely hold files together and large files, particularly, would have a tendency to come to pieces.

Recommendation: Unanimously unfavorable

REC:IR

CONSIDERATION BY THE EXECUTIVES CONFERENCE:

The Executives Conference on August 12, 1946, those present being Messrs. Tracy, Glavin, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

REC:IR

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
&  
INDEXED

37 L. A. Tamm

EX-29

SEP 1 1946

66-2554-5262

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Hendon  
Mr. Clegg

THE FBI OFFICE

7/2/46

JOINT COMMITTEE

EXHIBIT 1336

EXHIBIT: 1336

EXHIBIT 1336

RECOMMENDATION: That a lighter weight red paper be used instead of cardstock for the file when serials are charged from closed files. It was found to be the practice in many field offices that when the closed file in its entirety was charged out the red flag was placed in the folder but when a serial was charged out of the file an additional red flag was placed under the file cover. The suggestion proposes that this material placed in the file would be of lighter weight to serve as a flag for those who refile closed files as they are charged out.

ADVANTAGES:

1. Saves time in lifting up cover of every file to see if there is still a serial there.
2. Likelihood of Agent to pull it out and not put it back in.
3. Saves expense since the thin paper should be cheaper.

DISADVANTAGES:

1. Why have two kinds when 1 will serve the purpose as well?
2. Doesn't save expense since you destroy too many of the thin pieces of paper.

RECOMMENDATION - CHIEF CLERK'S CONFERENCE: In favor - 6  
Opposed - 24

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg  
R. C. Hendon

RECOMMENDATION: Unanimously opposed. It would merely be a useless Administrative requirement.

RCH:fvk

RECORDED  
&  
EX-29

INDEXED  
E. E. Conroy  
E. Scheidt  
SEP 4 1946

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, Messrs. Tamm, Long, Hendon, Rosen, Clegg, Ladd, McGuire, Tracy and since in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

MEMORANDUM

7/2/46

JULY 2, 1946

MEMORANDUM

CHICAGO FIELD DIVISION

SUBJECT:

That it be required in each field office that all law enforcement bulletins, magazines, research literature and other articles, including newspaper clippings, which contain information of value to police instructors and in connection with making speeches be automatically routed to one designated supervisor in the office who would prepare on a 3 x 5 card a proper index heading, such as arson, murder, burglary, thefts and so forth, so that the magazines could be routed to the Chief Clerk and index cards could be prepared appropriately by subject matter as an aid in future preparation of speeches.

RECOMMENDATION:

1. Establish in one coordinated place the material relating to same subject.
2. Common sense.

DISCUSSION:

None cited.

RECOMMENDATION - CHIEF CLERK: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Glegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 2, 1946, with Messrs. Tamm, Long, Hendon, Losen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Glegg  
Mr. Hendon

THE CHIEF

7/2/46

JOINT COMMITTEE

QUESTIONS 1926

RECOMMENDATION: IN FAVOR

UNANIMOUSLY OPPOSED

RECOMMENDATION:

That all clerical employees in field offices spend a specified amount of time in the Chief Clerk's Office in order to gain experience.

ADVANTAGES:

1. Gives adequate training to all clerical employees.
2. Enables clerical employees other than those in the Chief Clerk's Office to comply with regulations required by the Chief Clerk's Office.
3. Better understanding for work in Chief Clerk's Office.

DISADVANTAGES:

1. Larger offices with special groups of employees, such as train laters, stenographers and typists in large numbers, are never called upon to work in the Chief Clerk's Office - this would be impractical.
2. Stenographic work would become delinquent.
3. Stenographers are employed to perform stenographic duties.
4. Stenographers coming into the Chief Clerk's Office would mess up things generally.
5. Would be a waste of time in training them.
6. Greater margin of error because of inexperience.

RECOMMENDATION - CHIEF CLERK'S OFFICE: In favor - 5  
Opposed - 25

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed for the disadvantages cited.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1926,  
Messrs. Tamm, Long, Hendon, Rosen, Clegg, Ladd, McGuire, Tracy  
and nine in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

SEP 5 - 1926

THE JOINT COMMITTEE

7/2/46

CONFERENCE CONSIDERATION

EXHIBITION 295

EXHIBITION: ALL CLERICAL CONFERENCE

CONSIDERATION:

Please give consideration to the contents of the stenographers' daily report with a view to eliminating any unnecessary data required thereon.

Consideration by the Joint Committee:

Members present:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

Recommendation:

This daily report was studied in detail. It was believed all the items now listed serve a valuable purpose in that they stimulate production or else serve as a guide for the future assignment of clerical or stenographic work in the field office. It was recommended no change be made.

REC:ER

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, recommended no changes.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

REC:ER

RECORDED

INDEXED

SEP 4 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Hendon

THE DIRECTOR

7/9/46

THE JOINT COMMITTEE

MEMORANDUM 1291

EMPLOYEE: F. ELIZABETH DAVIES  
INDIANAPOLIS FIELD DIVISION

EMPLOYEE SUGGESTION: That ~~charge-out~~ slips be letter width.

ADVANTAGES:

1. More convenient in filing.
2. More easily located.
3. More room for noting descriptions on charge-out slips.

DISADVANTAGES:

1. Take up too much room in Supply Room.
2. Too hard to handle
3. Waste paper

DEPARTMENTAL - CHIEF CLERKS' COMMENTS: In favor - 5  
Opposed - 26

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

Recommendation: The Committee was opposed to any change in view of the disadvantages cited by the Chief Clerks above.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy


175  
JUL 12 1946  
Mr. Clegg  
Mr. Hendon

RECORDED  
&  
INDEXED  
66-2534-5267  
67-XM

Wm

0 EXECUTIVES CONFERENCE ON CONSPIRACY: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

054  
HHC:EN

THE DIRECTOR

THE JOINT COMMITTEE

7/9/46

SUGGESTION #292

EMPLOYEE: HELEN LUNKEL  
CHICAGO FIELD DIVISION

EMPLOYEE SUGGESTS:

At present it is required with respect to a police agency that training matters go into a separate file bearing classification 91; fingerprint matters, classification 32; crime statistic matters, classification 33; research matters, classification 94; and laboratory matters, classification 95. This results in as many individual files relating to activities of a police department as there are subdivisions of correspondence involved. The suggestion is that all of the above types of material dealing with any one police agency be consolidated into a single file bearing classification 94.

### CONSOLIDATION OF POLICE CORRESPONDENCE

#### ADVANTAGES:

1. Less confusion to searcher to determine what file it should be placed in.
2. Less confusion to file clerk to file serials later.
3. More advantageous to Agent reviewing file to see what the police department has been doing.
4. Saves time and paper.

#### DISADVANTAGES:

1. Difficult to find subject matter as suggested by these classification numbers if all were consolidated in one file.
2. It has been going on so long it would be a major problem to consolidate them.

RECOMMENDATION - CHIEF CLERK'S COMMENTS: In favor - 12  
Opposed - 19

#### CONSIDERATION BY THE JOINT COMMITTEE:

Members present:

H. H. Clegg  
E. C. Hendon

E. E. Conroy  
E. Scheidt

Recommendation:

Since in a majority of instances each of these files is already in existence there was no advantage seen by the committee in now effecting consolidations, which would require some work. Therefore, it was believed that the present system should be continued.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
&  
INDEXED

9

66-2554-5268

*Wm*

cc: Mr. Clegg  
Mr. Hendon



EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, was unanimously in agreement with the Joint Committee that both forms be continued as at present.

HEG:MR

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SECTION 305

EMPLOYEES' PUBLIC STATE

PERMANENT PUBLIC DIVISION

RECOMMENDATION: That the leave form CC-318 be discontinued in view of the fact that space on the form SF-71 is sufficient.

ADVANTAGES:

1. Eliminate confusion
2. Provide uniformity.
3. Eliminate two places to file cards.
4. Save space.

*Forms*

DISADVANTAGES:

1. CC-318 does not have to be sent to the Bureau and may be destroyed within a reasonable time while others must be maintained for longer period of time and must be sent to the Bureau.
2. Simplifies the handling of these special leave problems.

RECOMMENDATION - EMPLOYEES' PUBLIC DIVISION: In favor - 7  
Opposed - 24

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scholdt

Recommendation:

The form CC-318 is a form used in applying for leave in advance. Form SF-71 is a form which goes into the permanent records of the Bureau while CC-318 is destroyed and the transcript is entered on the list of daily absences. Form CC-318, which it was proposed should be eliminated, was believed to be highly desirable in that it permits an Agent or clerk to apply for leave in advance and to obtain approval or notice of disapproval in order to make plans accordingly. The fact that the two forms are somewhat similar apparently prompted this suggestion; however, form SF-71 in each instance is permanently retained and must be forwarded to the Bureau and the other form serves notice that it is an application for advanced leave and it need not be retained in the permanent records, thus the convenience of its continued use seems to be established.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_


RECORDED  
&  
INDEXED

9


66-2554-5269

0 EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946,  
those present being Messrs. Glavin, Tracy,  
Harbo, Ladd, Hendon, Rosen, and Glegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
HHC:ER

SECRET

[illegible]

Figure 6

- ## DISCUSSION

- RECOMMENDATION - OTHER OLD MEN COUNCIL Unanimously Favorable.

## Members Present:

E. E. Conroy  
E. Scholdt

When the regular inventory is transmitted to the Bureau a carbon copy is made and retained in the field office. On this carbon copy is noted any addition or deletion occurring between the inventory periods. In the event the visible index system were established it would involve the cost of purchasing this equipment and the amount of time involved to transfer these records now existing onto this system. It was believed to be a very simple operation to make the notations or additions and changes on the present carbon copy retained in field offices. Thus, this would involve less expense and less labor. Also in checking the inventory it is easier to take a single list than it would be to make use of a visible index system in making the regular check of items located in various portions of the office. Nothing is saved through the suggestion since it would be necessary to type a complete listing for transmission to the Bureau. Unfavorable.

TEX-43

RECORDED

INDEXED

311

cc: Mr. Clegg  
Mr. Nathan

FBI WASHINGTON

7/9/46

THE JOINT COMMITTEE

SUGGESTION #237

ENTITLED: UNIFORM NUMBER OF COPIES OF SAC LETTERS  
FOR THE FIELD OFFICES

RECOMMENDATION: That there be a uniform number of SAC letters sent to field offices and that this number be 5.

ADVANTAGES:

1. Develops uniformity
2. This is a sufficient number of copies for the offices
3. Placing all the material in a file causes extraneous material to be therein which delays reviews and makes items more difficult to find.

DISADVANTAGES:

1. Takes clerical time to cut the different sections from the pages, mount them on separate pieces of paper and file them in the file, and thus there should be as many copies as there are sections in the SAC letter.
2. There should be less than 5 copies when there are less than 5 topics since there is a need for only 1 copy in the file in such instances.

RECOMMENDATION OF THE JOINT COMMITTEE: In favor - 23  
Opposed - 5

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg E. E. Conroy  
R. O. Hendon D. Scheidt

Recommendation: The Joint Committee felt that there would be instances when there would be only 1 item in an SAC Letter and only 1 or 2 copies of the letter would be necessary. There would be other instances where sufficient copies of the SAC Letter should be transmitted to provide 1 copy for each supervising official in the field, for each Resident Agent, and for each member of a special squad and, therefore, it was felt that the present system of varying the number of copies to suit the needs and the circumstances is preferable.

DISCUSSION

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Ladd, Hendon, Rosen, and Clegg, was unanimously in favor of continuing the practice as at present letting the total number of SAC letters vary with the needs indicated by the contents of each letter.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon  
Mr. Clegg

Clyde Tolson

E. A. Tamm

THE DIRECTOR

July 23, 1946

THE JOINT COMMITTEE

SUGGESTION #139

EMPLOYEE: ASAC H. K. MOSS  
ST. LOUIS FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Schmidt

EMPLOYEE SUGGESTS: That once a field office has verified that an individual is not delinquent with his local board in so-called no card Selective Service cases, it assume that he is not delinquent if ~~there~~ has not been an interim so reported by the local board and that a second check not be made upon the receipt of a second inquiry by another office in which he is held in custody.

ADVANTAGES:

1. It would eliminate the supervisory time required in making a second check with the local board.
2. It would eliminate local and long distance telephone expense to reverify the status of the individual.
3. It would permit answering the inquiring office more quickly.
4. If after the first check of the local board, the man has become delinquent, the local board would have the responsibility to report him so delinquent to the field office and if such advice has not been received the office should be able to assume that he is not delinquent.

DISADVANTAGES:

1. The suggestion is predicated upon the making of an assumption which may in any case be contrary to the actual facts. It would not be a safe assumption to make since an office might advise another office that the man was not delinquent when he actually was delinquent.
2. At the time the assumption was made a report on the man's delinquency might be in the mails from the board to the office.

RECOMMENDATION: Unanimously opposed. - 66

RECORDED & INDEXED

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Legg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ROUTED

EXECUTIVES CONFERENCE ACTION

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Nease  
Gandy

CC: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #203D

EMPLOYEE: SA DALE G. THOMPSON  
DETROIT FIELD DIVISION

MEMBERS PRESENT: E. T. Harbo E. E. Conroy  
D. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That rather than submit the administrative report monthly it be submitted at two month intervals.

ADVANTAGES:

1. It would save the clerical time required in the computing and typing of the report every month.
2. It would save the clerical and supervisory time required in compiling a consolidated report at the Seat of Government together with the filing processes.

DISADVANTAGES:

1. Good administrative procedure and efficiency requires a report on the status of the work at least monthly for the benefit of the supervisory employees in the field.
2. The report is of extreme value to officials at the Seat of Government who utilize it daily and for their purpose require at least a monthly report.

RECOMMENDATION: Unanimously opposed.

RCM:NL

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

RECORDED & INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

E. R. 1 SEP 5 1946

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #2030

EMPLOYEE: SA DALE S. THOMPSON  
DETROIT FIELD DIVISION

MEMBERS PRESENT:

H. T. Harbo  
R. C. Hendon

E. E. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That the requirement for the submission of peace officer mailing lists on March 1 of each year be eliminated and such reports be submitted every two or three years.

ADVANTAGES:

1. It would save some clerical effort in the computation and typing and transmittal of the list.

DISADVANTAGES:

1. Due to the use made of these lists at the Seat of Government and in the field, it should be brought up-to-date at least annually.

RECOMMENDATION: Unanimously opposed.

RECH:NL

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

SEP 5 - 1946  
E.R.

RECORDED  
&  
INDEXED

EX-20

66-2554-5274



THE DIRECTOR

7/9/46

JOINT COMMITTEE

EXECUTIVE CONFERENCE

MEMORANDUM FOR THE DIRECTOR

RE: ASSIGNMENT OF AGENTS

SUBJECT: ASSIGNMENT

That it be recommended that the assignment of incidental leads in cases be indicated by making a notation alongside the lead on both copies of investigative reports.

ADVISORY:

1. Can be easily ascertained to whom lead is assigned by glancing at lead itself.
2. Adds supervisor in determining to whom lead is assigned.

DISADVANTAGES:

1. Some offices have Resident Agencies with one Agent assigned and it can be ascertained without any notation to whom the lead is assigned.
2. Somewhat in duplication of lead card.
3. Reassignments would soon make margin of report messy looking.
4. Check-out or dictation slip are aid in this direction.
5. Requires additional clerical time in making original notation and reassignments.

RECOMMENDATION - OFFER CLEGG'S SUGGESTION: In favor - 4  
Opposed - 27

CONSIDERATION BY THE JOINT COMMITTEE:

Members present: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

Recommendation: Unanimously opposed for the reasons stated.

REMARKS:

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Clegg, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

REMARKS:

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

INDEXED

66-2554-5275

7/2/46

TO: DIRECTOR

JOINT COMMITTEE

338

RE: TRANSMITTAL LETTERS

DESTRUCTION

RECOMMENDATION: That transmittal letters used in transmitting war bonds to employees be permitted to be destroyed at the end of one year.

ADVANTAGES:

1. Saves filing space.
2. Unnecessary

DISADVANTAGES:

1. Better uniformity to have all administrative files destroyed at the end of 3 years.
2. Less ticklers required.

RECOMMENDATION: - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. B. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously favorable.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

EX-12

RECORDED

E. A. Tamm

66-554-5276

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clegg  
Hendon

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #341

EMPLOYEE: CHIEF CLERK R. J. MILES  
SAVANNAH FIELD DIVISION

EMPLOYEE SUGGESTS: That the glossy photographs and 1-A exhibit envelopes be destroyed in the dead files of Identification Order fugitives who have been apprehended.

ADVANTAGES:

1. This would save space.
2. The possibility of future use of the glossy photographs is not great.

DISADVANTAGES:

1. The saving of space is not material.
2. The glossy photographs are expensive and such fugitives may well later be of interest to many field divisions with the result that the photograph should be available.
3. The amount of time required to remove exhibits such as this would not be repaid by the saving in space.
4. The destruction of exhibit material in this instance would be contrary to the general rule covering exhibits in other files.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

RECORDED  
EX-19  
Clyde Tolson

66-2554-5277

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

52 SEP 9 1946

E. A. Tamm

THE DIRECTOR

JOINT COMMITTEE

7/2/46

NEW YORK OFFICE

RECEIVED: 1946 AUG 10  
NEW YORK FIELD DIVISION

RECOMMENDATION:

That ~~the~~ radio sets be removed from all automobiles and that ~~the~~ sets be used as is the common practice in the New York Office.

ADVANTAGES:

1. Save thousands of dollars annually in maintenance of such sets.
2. Save time in delivering cars.
3. Unnecessary and useless.
4. Save regular batteries in car.

DISADVANTAGES:

1. Some offices have only central broadcast facilities that the ~~the~~ sets would work with and the suggestion, therefore, would completely eliminate radio usage in such divisions.
2. Would not be able to tune in on police departments which did not have the ~~the~~ equipment.
3. Some offices still need them.

RECOMMENDATION - CHIEF CLERK'S COMMENT: In favor - 2  
Opposed - 23

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed for the reasons cited under disadvantages.  
RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully  
For the Conference

RECORDED & INDEXED

347 Clyde Tolson

66-2534-5278

EX-25  
E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #285

EMPLOYEE: SPECIAL AGENT IN CHARGE K. LOGAN  
OMAHA FIELD DIVISION

EMPLOYEE SUGGESTS: That the rules as to the destruction of administrative records and files be clarified as to how long Night Differential Logs and files dealing with the investigation of Bureau automobile accidents should be retained.

ADVANTAGE:

1. For the sake of uniformity, these records should be destroyed after they have become one year or three years old, while at present the Night Differential Logs are destroyed after two years.

DISADVANTAGE:

1. None.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. G. Hendon E. Scheidt

RECOMMENDATION: Unanimous that Night Differential Logs be destroyed after they have become three years old since they are of value beyond a one year period, and that files dealing with the investigation of Bureau automobile accidents when they are two years old, if no pending litigation exists.

HHC:fvk

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, believed that both the night differential logs and files dealing with the investigation of Bureau automobile accidents should be retained for three years. Mr. Glavin advised that this material might be of service at any time during such a period and also other material is held in field offices for periods of either one or three years and this would provide uniformity. Three years were recommended in both instances.

RECORDED & INDEXED

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

8-3-46

THE JOINT COMMITTEE

SUGGESTION #352

EMPLOYEE: CHIEF CLERK ORVILLE G. AUSEN  
OKLAHOMA CITY OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That in removing duplicate serials more than one year old from dead files after the present program has been completed for reviewing all presently closed files, it will not be necessary to take any further action along this line with reference to dead files; further that the same suggestion be applied to zero and double zero files.

ADVANTAGES:

1. This will eliminate the necessity for setting up complicated administrative procedure to enable the withdrawal of duplicate serials from dead files in the future.
2. The amount of work involved in withdrawing such serials would substantially outweigh the benefit to be derived.
3. The removal of the duplicate serials at this time does not preclude additional serials being received subsequently, and it would be cumbersome and we would have to make a subsequent annual review of all dead files merely for the purpose of reviewing duplicate serials.
4. The value to be obtained through annual reviews of this type does not merit the administrative action necessary or the expenditure of time and money.

DISADVANTAGES:

1. It is somewhat inconsistent to insist on removal of duplicate serials on former investigative case files and not to remove them from the files that were not opened as actual investigations.
2. There would be some slight gain in space in file cabinets by removing these additional serials.

RECOMMENDATION: Unanimously favorable.

RTH:DRU

EXECUTIVE CONFERENCE CONSIDERATION: Unanimously favorable.

Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

RTH:AF

cc-Mr. Clegg

Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EX-100 RECORDED  
INDEXED

67-46-2554-5280

AUG 27

U.S. DEPT. OF JUSTICE

RECEIVED BY DIRECTOR

On 8/26/46, by Clegg, Harbo.

6:11 PM '46

THE DIRECTOR

8/13/46

THE JOINT COMMITTEE

SUGGESTION #367

EMPLOYEE: SA EDWARD T. STEELE

MEMBERS PRESENT: H. H. CLEGG  
R. T. HARBO

L. V. BOARDMAN  
S. K. MCKEE

EMPLOYEE SUGGESTS: That wherever available the FBI number of the subject be included in the title of ~~investigative~~ reports.

ADVANTAGES:

1. Will serve as ready notice to the Agents to whom the case is assigned that the subject has a known criminal record.
2. It is suggested that this would put the United States Attorney reviewing the report on notice that the subject has a previous criminal record; thus possibly causing him to give the case more thorough consideration.
3. Would be of assistance to supervisory personnel in reviewing voluminous files concerning fugitive subjects.
4. It is stated this information would be of assistance in the Chief Clerk's Office in identifying the incoming serial. This would be particularly true after this procedure had been in existence for a number of years and it would be more helpful in cases where common names are involved. In connection with common names the FBI number could also be used to good advantage on index cards.

DISADVANTAGES:

1. This would further complicate the preparation of reports.
2. There would be an increase in the possibility of error by the transposition of digits in the FBI numbers.
3. There already is available in the investigative report a considerable volume of data which will make it possible to readily determine the proper file, such as the reference to prior reports in the case.
4. Placing the FBI number in the title would merely be another vehicle avoiding the necessity for Agents properly reviewing files.
5. The fact that the subject has a criminal record is readily available through a review of the file.
6. Another possibility of error would be in those fugitive memoranda emanating from the Identification Division reflecting a possible identification. The FBI numbers in such cases should under the proposed rule not be placed in the title of the report until the identity of the subject has been definitely established but it is believed that errors would occur in this respect if the proposed rule were adopted.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECOMMENDATION: Mr. McKee is in favor of the suggestion. Messrs. Boardman, Harbo and Clegg are opposed.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable. 8/26/46. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo.

CC - MR. CLEGG, MR. HENDON

THE DIRECTOR

7/9/46

JOINT COMMITTEE

512 BOSTON #323

EMPLOYER: JOHN HINES

KANSAS CITY FIELD DIVISION

EMPLOYEE SUGGESTS: That in the future when issuing manual changes in the Manual of Rules and Regulations an adequate supply be furnished to provide for one copy for each clerical employee.

ADVANTAGES:

1. Keeps each clerical employee informed without duplicating instructions.
2. Reduces number of manuals maintained in an office.

DISADVANTAGES:

1. Waste of paper.
2. Waste of printing.
3. Waste of distribution.
4. No place to put them, and they will be lost.
5. Confidential information will become known to outsiders more readily.
6. Each clerical employee does not need same.

RECOMMENDATION - CHIEF CLERICAL OFFICER: In favor - 6  
Opposed - 24

CONSIDERED BY THE JOINT COMMITTEE

MEMBERS PRESENT:

H. E. Clegg  
E. G. Hendon

J. P. Gandy  
E. A. Tamm

EXECUTIVE ACTION:

Unanimously opposed.

RECORDED  
&  
INDEXED  
336

66-2554-5282

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Clegg, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

17  
1946



THE CHIEF

7/2/46

JOHN G. GLENN

JOHN G. GLENN

JOHN G. GLENN

JOHN G. GLENN

**RECOMMENDATION:** That the giving of stenographic and typing tests to clerical employees in their offices at the time of semiannual clerical conferences be left to the discretion of the SAC. Recent instructions were given eliminating them.

**ADVANTAGES:**

1. Gives practice and experience to clerical employees, preparing them for inspections.
2. Keeps them more alert as to skills and abilities.

**DISADVANTAGES:**

1. Takes too much time.
2. Creates widespread discontent and displeasure on the part of clerical employees.
3. They detract from any enthusiasm for clerical conferences.
4. It is permitted now that the SAC give practice tests as often as he and the clerical employees desire.

**RECOMMENDATION - JOINT COMMITTEE:** In favor - 2  
Opposed - 23

**CONSIDERATION BY THE JOINT COMMITTEE:**

**MEMBERS PRESENT:** H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scholdt

**RECOMMENDATION:** Unanimously opposed.

RCH:fvk

EX - 19

RECORDED  
&  
INDEXED

66-2554-5283

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Pince in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

Clegg

Hendon

Respectfully,  
For the Conference

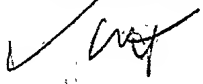
Clyde Tolson

E. A. Tamm

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

HHC:ER

Respectfully,  
For the Conference

  
Clyde Tolson

  
E. A. Tamm

  
cc: Mr. Clegg  
Mr. Hendon

JOINT COMMITTEE

7/2/46

JOINT COMMITTEE

COMMITTEE 2312

ENCLOSURE: FISCAL YEAR 1947

FOURTH FISCAL YEAR

*Essential Conference*

RECOMMENDATION: That in addition to using the red card as a flag for chargeout from the closed file there also be placed on the label of the file cabinet drawer a red marker which would indicate there is a chargeout from that drawer.

RECOMMENDATIONS:

1. Shortens the searches in refiling files and searching for chargeouts.
2. Lessens time required for inspecting or checking closed files for chargeouts.
3. Gets at a glance what the situation is in closed files with respect to chargeouts.

RECOMMENDATIONS:

1. When the file is returned it would necessitate not only the removal of the original red card but also the removal of the tab with increased clerical labor.
2. The file cabinet drawers are labelled to show contents and if file number appears on file cover it could be easily filed in the proper drawer without searching in a large number to see where it belongs.
3. Require additional equipment for clerical employees to effect chargeouts.

RECOMMENDATION - UNITED STATES GOVERNMENT: In favor - 13  
Opposed - 12

CONSIDERATION BY THE JOINT COMMITTEE:

RECORDED & INDEXED

66-2554-5284

Members Present:

H. H. Clegg  
E. G. Hendon

X-6

E. L. Conroy  
E. Scheidt

Recommendation:

Unanimously opposed for the reason that the red tab on the outside label of the file cabinet would serve no useful purpose in that the beginning and ending file in each cabinet is listed thereon and this would merely be adding an additional administrative step which would serve no valuable purpose. In checking all cabinets for chargeouts reliance could not be had on the suggested system. A physical check would have to be made in any event.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

7/9/46

THE JOINT COMMITTEE

SUGGESTION #296

EMPLOYED: MAX HOLLER

NEW YORK FIELD DIVISION

**PROPOSED SUGGESTION:** That some attempt be made to make the practice uniform whereby nick/Alaya slips can be used throughout the field instead of the requirements that people are required to sign the register after they return to the field office.

**ADVANTAGES:**

1. Uniformity
2. Easier to follow up

**DISADVANTAGES:**

None cited

**ADMINISTRATIVE - CHIEF CLERK'S CONSIDERATION:** In favor - 13  
Opposed - 13

**Recommendation of the Joint Committee:**

**Members present:** H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

**Recommendation:** This system is one established by the Civil Service Commission uniformly and it is outside the authority of the Bureau to effect the change suggested.

**EXECUTIVES CONFERENCE CONSIDERATION:** The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

ENC:ER

Respectfully,  
For the Conference

RECORDED  
Clyde Tolson  
INDEXED

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

*RS*  
SUGGESTION #205

EMPLOYEE: ASAC W. C. RYAN  
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That when Agents are in the headquarters city of a district other than their office of assignment on subpoena or a special that they submit #3 cards to that office and not submit daily reports to their office of assignment, which #3 cards, after review by the SAC, could be forwarded to the SAC in charge of the division to which the Agent is assigned.

ADVANTAGES:

1. It is reasonable for the Agent to fill out a #3 card so that he can be readily located by the office in which he is.
2. The filling out of both the #3 card and daily report is to a degree duplicatory.

DISADVANTAGES:

1. There is no rule presently requiring a #3 card.
2. The Agent will not necessarily be in the headquarters city while in court attendance or on other special assignment and to adopt a rule would make an exception to the general rule. In other words you would have different rules for Agents out of their districts, depending upon whether he is in headquarters city or some other town in the territory.

RECOMMENDATION: Unanimously opposed.

RECH: *RS*

RECORDED  
&  
INDEXED  
66

66-2551-5286

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Clegg  
Mr. Hendon

*RS*  
Clyde Tolson

*E*  
E. A. Tamm

SEP 5 - 1946

THE JOINT

7/9/46

JOINT COMMITTEE

MEMORANDUM

EMPLOYER: BUREAU OF

CRIMINAL INVESTIGATION

RECOMMENDATION:

That the initial letters, such as C for colored, F for female and M for male, which indicate the color and sex of subjects be placed in the title of reports immediately following the name of the subject. The purpose of this is to enable index cards to be prepared reflecting this information.

ADVANTAGES:

1. Facilitate subsequent searches of the file.
2. Eliminates unnecessary pulling of files when you have made your identification.

DISADVANTAGES:

1. Frequently this information is inadequate.
2. So often the sex of the subject is indicated by the name.
3. Since copies of reports go to United States Attorneys we would have to write 12 letters per year to each United States Attorney and each Assistant explaining what this business meant.
4. Similar letters would have to be sent to each new Departmental official as he is appointed.
5. Confusion with initials.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 1  
Opposed - 30

RECOMMENDATION OF THE JOINT COMMITTEE:

Members Present: H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

Recommendations: The Joint Committee agreed with the overwhelming majority of the Chief Clerks for the reasons listed under disadvantages.

REMARKS:

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, were unanimously in favor of the recommendation of the Joint Committee that an SAC Letter be transmitted to the field incorporating the three suggestions listed.

ING:ER

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

*[Signature]*  
E. A. Tamm

THE DIRECTOR

7/9/46

THE JOINT COMMITTEE

COMMISSION (283)

CHIEF OF BUREAU

REASONABLE DIVISION

*Executive Conference*

EMPLOYEE SUGGESTION:

That whenever routine changes are made in forms used by field offices the field be advised of the changes instead of the Bureau printing up the new forms and distributing them which causes the necessity of destroying the old forms on hand when the change, after all, is but a minor one. The suggestion includes the feeling that the clerical employees would make the necessary additions or deletions consistent with the instructions from the Bureau.

ADVANTAGES:

1. Each Chief Clerk has a form book and the changes can be made on the standard form.
2. It would save large quantities of paper which are now being destroyed.
3. It would prevent new forms and old from becoming mingled.

DISADVANTAGES:

1. The clerical time required to change the form would not be commensurate with the changes made with a saving in paper.

RECOMMENDATION OF THE CHIEF CLERK'S COMMITTEE:

In favor - 20

Opposed - 4

RECORDED

& 353

INDEXED

CONSIDERATION BY THE JOINT COMMITTEE:

Members Presents:

E. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

29 66-2554-5288  
JUL 10 1946

Recommendation:

It was believed that this matter could be best handled in the following manner:

1. Request each field office to watch very carefully its requisition of supply forms so as to not accumulate too many copies of any one form.
2. It was considered that whenever the changes are material it would probably be frequently less expensive to prepare a new form than to retype the changes and modifications on the old form.
3. That whenever there were minor changes the field be advised that while they are filling out the form on the typewriter it will be agreeable within the discretion of the particular office to make these minor changes during the process of typing.

It was recommended that an SAC Letter be transmitted to the field incorporating these 3 ideas.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

1946

INDEXED

CC: Mr. Hendon



THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #368

EMPLOYEE: SAC M. B. RHODES, ST. PAUL

MEMBERS PRESENT: H. H. CLEGG  
R. T. HARBO

L. V. BOARDMAN  
S. K. MCKEE

EMPLOYEE SUGGESTS: That sufficient copies of Bureau bulletins be furnished to each office so that a copy may be given to each clerical employee in addition to a copy for each Agent.

ADVANTAGES:

1. This would make it unnecessary to route copies of bulletins to clerical employees for initialling when the bulletins contain information needed by the clerical employees, or to bring the contents of the bulletins to their attention by other appropriate means.

DISADVANTAGES:

1. A large proportion of the Bureau bulletins do not include information needed by clerical employees.  
2. Increased cost in printing.  
3. Loss of clerical time unnecessarily reading bulletins which are not germane to their work.  
4. Increase the possibility of having bulletins left in workboxes and other places where they should not be kept.  
5. The experience of the field members of the Joint Committee is that the present procedure of presenting pertinent portions of Bureau bulletins to the attention of clerical employees either by routing copies to them, placing copies on the bulletin board, or through weekly conferences has worked entirely satisfactorily.

RECOMMENDATION: Unanimously unfavorable.

RTH:HD

RECORDED  
&  
INDEXED

166-2554-5289

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable on 8/26/48. Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo.

RTH:AF

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

CC: MR. CLEGG, MR. HENDON

THE DIRECTOR

8-8-46

THE JOINT COMMITTEE

SUGGESTION #361

EMPLOYEE: GALEN H. WILLIS  
SAC, HOUSTON FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That all offices having regularly assigned complaint duty agents as a matter of course exhibit the outstanding identification orders to complainants appearing at the office and giving information tending to indicate violations within the primary jurisdiction of the Bureau.

ADVANTAGES:

1. This procedure might result in the identification and early apprehension of a Bureau fugitive in isolated instances.
2. There might be some public relations advantage in that a complainant might be favorably impressed by the procedure.

DISADVANTAGES:

1. There would be an unnecessary consumption of time on the part of both Bureau personnel and the complainant as a result of showing a large number of outstanding identification orders to the complainant.
2. In some instances, the reaction on the part of the complainant might be unfavorable.
3. Psychopathic complainants or persons otherwise unreliable in their statements might make poorly grounded identifications which would result in a great deal of waste motion on the part of field agents.

RECOMMENDATION: Unanimously unfavorable

RTH:DRU

EXECUTIVE CONFERENCE CONSIDERATION: On 8/26/46 - Unanimously unfavorable.  
Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

RTH:AF

cc-Mr. Hendon  
Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
&  
INDEXED  
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166-2554-5290

EX-25

RH

SEP 5 1946

THE DIRECTOR

8/14/46

THE JOINT COMMITTEE

SUGGESTION #371

EMPLOYEE: SAC GALEN N. WILLIS, HOUSTON

MEMBERS PRESENT: H.H. CLEGG  
R.T. HARBO

L. V. BOARDMAN  
S. K. MCKEE

EMPLOYEE SUGGESTS: That when a case is ~~delinquent~~ <sup>Case</sup> in the office of origin solely for the reason that there is an undeveloped lead outstanding in an auxiliary office, the office of origin be authorized to place the case in a pending inactive status so that it will not be charged as a delinquent case in the office of origin.

ADVANTAGES:

1. This would more accurately reflect the number of cases which are delinquent as a result of outstanding investigative work in the office of origin.
2. It would reduce the percentage of delinquent cases in the office of origin.

DISADVANTAGES:

1. This would entail considerable clerical work for which there would not be adequate compensation from the results obtained.
2. Changing the method of computing the proportion of delinquent cases would tend to develop lax procedures on the part of the office of origin with reference to following up auxiliary offices to obtain prompt handling of all phases of the investigation.
3. The change in the method of computing delinquency would be undesirable because it would make future figures non-comparable with figures for prior periods.
4. Existing administrative procedures, such as routing slips, letters, telegrams and teletypes, could secure coverage on leads outstanding in auxiliary offices.
5. If this suggestion were adopted it could result in emphasis being placed on origin cases by an office of origin in order to artificially reflect a favorable administrative delinquency.

RECOMMENDATION: Unanimously unfavorable. If approved, there is attached a letter for transmittal to the Houston office.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

(Attachment)

RTH:HD

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, and Harbo

RTH:AF

RECORDED  
&  
INDEXED

66-2554  
1 SEP 4 1946

RECEIVED DIRECTOR  
U.S. DEPT. OF JUSTICE  
AUG 27 3 00 PM '46

CC - MR. CLEGG, MR. HENDON

THE DIRECTOR

July 22, 1946

THE JOINT COMMITTEE

SUGGESTION #1931

EMPLOYEE: SAC J. F. TROST  
ATLANTA FIELD DIVISION

MEMBERS PRESENT: H. T. Harbo H. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That it be required to note on the file jacket the name of the Agent to whom a particular lead in the field has been assigned.

ADVANTAGES:

1. By checking the file jacket it could be determined what Agent had a particular lead assigned to him.

DISADVANTAGES:

1. This is merely another idiosyncrasy on part of the SAC which serves no particular purpose and if all similar suggestions were adopted, a veritable mass of information would be recorded on file jackets.
2. The notification as to the assignment leads can, where necessary, be reflected on the file copy of the report along side the lead.
3. In most instances the SAC is familiar with the name of the Agent to whom the lead is assigned and can quickly verify the assignment through a check of the lead card back of the name of that Agent.

RECOMMENDATION: Unanimously opposed and that SAC Trost be instructed to discontinue this practice in his office.

RECORDED

RECORDED & INDEXED

EXECUTIVES' CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 21, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon

SEP 5 1946

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THE DIRECTOR

August 23, 1946

THE EXECUTIVES CONFERENCE

REVISION OF SECTIONS 6 & 16 OF NATIONAL DEFENSE MANUAL  
TO BE PLACED IN MANUAL OF INSTRUCTIONS

The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, considered the suggestion of Mr. Ladd and the supervisors of the Security Division for the consolidation of former sections 6 and 16 of the National Defense Manual dealing with the subjects "Overthrow and Destruction of the Government" and "Security Investigations" and consolidating them into one revised section to be included in the Manual of Instructions. The section has been reviewed in the Security Division and by Mr. Carlson of the Training and Inspection Division and the Executives Conference believed that the recommendation should be adopted for including the revised consolidated section in the Manual of Instructions.

Respectfully,  
For the Conference

*ing*  
Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

RECORDED

&  
INDEXED

EX-19

166-3554-5293  
1 SEP 4 1946

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon

Mr. Clegg

SEP 5 - 1946

THE DIRECTOR

7/11/46

THE JOINT COMMITTEE

SUGGESTION #194

EMPLOYEE: CARA LEWIS  
ATLANTA FIELD OFFICE

MEMBERS PRESENT:

R. F. Harbo  
R. C. Hendon

D. D. Conway  
D. Schmidt

EMPLOYEE SUGGESTION:

That a form be approved for use in forwarding expenses and salary checks to employees on road trips or in resident agencies.

ADVANTAGES:

1. This would provide for the return of the form to the field office constituting a receipt from the Agent.
2. This would eliminate the preparation of a letter forwarding the check to the employee.

DISADVANTAGES:

1. There is no requirement that the Agent receipt for a check sent to him.
2. Since checks are transmitted under registered mail without a return receipt requested, the registration receipt itself is sufficient and no communication, form, or otherwise is necessary. This would add another form.

RECOMMENDATION: Unanimously opposed and recommended that the Atlanta Office be advised to discontinue its apparent practice of forwarding checks by actual letter. Attached is a letter to the SAC at Atlanta.

Attachment

RGH/AL

RECORDED & INDEXED  
EX-10

SEP 4 1946

EXECUTIVES CONFERENCE ACTION:

The Executives Conference on July 13, 1946, with Messrs. Tolson, Tracy, Tamm, Hendon, Nichols, Clegg, Ladd, Long and Rosen in attendance, was unanimously opposed to this suggestion and in agreement with the recommendation of the Joint Committee that the attached letter go forward to Atlanta.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CLOCK

WHS DIRECTOR

7/7/46

JOINT COMMITTEE

MEMORANDUM #313

RECOMMENDED: EMMETT TRACY

SAN JUAN FIELD DIVISION

UNCLASSIFIED SUGGESTIONS:

That C-1 and C-2 films be microfilmed instead of filed in field offices.

ADVANTAGES:

1. Saves space.
2. Since the information contained thereon has not been authenticated the question of maintaining them in any form naturally arises.

DISADVANTAGES:

1. There would be difficulty in finding them since they are filed by case files throughout the office for the purpose of making microfilms.
2. Cost too much.
3. Very small.
4. Extensive procedure to locate the information subsequently.
5. Would make name check searches very difficult.

RECOMMENDATION - CHIEF OF RM' CONTAINMENT: In favor - 1  
Opposed - 29

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present:

H. H. Clegg  
R. G. Hendon

E. E. Conroy  
E. Scheidt

Recommendation:

The constantly decreasing number of films received from the armed services has practically eliminated this as a problem and, therefore, the suggestion was unanimously opposed.

ENC:12

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

ENC:12

Respectfully,  
For the Conference

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

66-3554-5295  
RECORDED  
EX-69

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUGGESTION #325

EMPLOYEE: RALPH J. MILES  
SAVANNAH FIELD DIVISION

EMPLOYEE SUGGESTS: That in Bureau Bulletins and SAC Letters when the caption or title of a paragraph is identical with a classification it not be required that such captions be indexed.

ADVANTAGE:

1. Automatically the filing by classification will lead to its location.
2. Saves time.
3. Saves index cards.

DISADVANTAGE:

1. More readily available for indexing.
2. Uniformity would be established.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 27  
Opposed - 3

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed in the belief that this would be an unjustified exception to the usual indexing practice. The indexing of the bulletin may also be of assistance in locating old material and is of greater assistance in locating the material which might have been placed in a file different from the "00" file.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

EX-19

1 SEP 4 1946

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Miss Gandy



NEW YORK CITY

7/7/46

JOINT COMMITTEE

REGISTRATION 4329

REASON: INVENTION  
NEW YORK FIELD DIVISION

REASON: That the SAC's name be eliminated from the abstract and only the letters SAC and the location appear.

ADVANTAGES:

1. Saves time.
2. Unnecessary.
3. Saves space.
4. Uniform at Seat of Government and Field.

REASON: FACTS:

1. There might be a question as to whether a newly arrived SAC handled the matter or whether his immediate predecessor did.
2. Not inconsequential to better making suggestion.
3. Fixed responsibility.

REASON: WITH OF THE OFFICE CLERK: CONTINUOUS: In favor - 21  
Opposed - 9

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed. Cases arise in which communications will be sent to the Bureau by Special Agents in Charge from divisions other than those of their assignment, and under the suggestion it would be necessary for the abstract slips covering such communications to be filed in a separate section in the Bureau's filing system which might lead to subsequent confusion. Further, the saving to be realized hardly equals the work required in making the change.

RCH:fvk

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, at the request of Mr. Tamm, Long, Hendon, Ladd, Glavin, Ladd, McGuire, Tracy and hence in attendance.

RECORDED  
& 349  
INDEXED

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

UNRECORDED COPY FILED IN 66-2593-

Re  
THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #347

EMPLOYEE: G. N. WILLIS  
SAC, HOUSTON FIELD OFFICE

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: In connection with his self-inspection report SAC G. N. Willis raised the question as to whether it is imperative that each office have in stock several .45 and .38 calibre pistols for emergency use pointing out that no such firearms were presently available to the Houston Office.

Under the present manual provisions this is a requirement. The Joint Committee is of the opinion that the manual should be changed and that in addition such weapons presently in the field office should be recalled to the Bureau. At the present time it is most infrequent that a Bureau Agent desires to utilize an automatic pistol. Training is not given in the use of these weapons either in the field or at Quantico. They are unsafe in the hands of anyone not thoroughly acquainted with their operation. It is the general consensus of Bureau Personnel that a regular revolver should be carried for emergency use rather than the automatic. It is felt that the possibility for serious accidents exists in the availability of these weapons to personnel not thoroughly acquainted in their operations.

RECOMMENDATION: Unanimously agreed that the manual be changed and that all .45 and .38 automatic pistols be recalled to the Bureau from the field for appropriate disposition and that the surplus .38 ammunition also be disposed of.

RGH:PJOY

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED  
& 347  
INDEXED 66-2551-5298  
SEP 1 1946  
The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance, was in unanimous agreement that this matter should be referred for study to ten representative Special Agents in Charge, to Mr. Daughman and to the firearms staff at Quantico. Upon receipt of their recommendations, the matter will again be considered by the Conference for action.

Respectfully,  
for the Conference

Glyde Tolson

E. A. Tamm

Tolson  
E. A. Tamm  
Glavin  
Ladd  
Nichols  
Tracy  
Clegg  
Harbo  
Hendon  
Peterson  
Quinn Tamm  
Rosen  
Tamm  
Trotter  
Tele. Room  
Nease  
Miss Gandy

SEP 9 1946

7. Such increase in the discretionary powers of Special Agents in Charge as this suggestion might entail places the responsibility where it rightfully belongs and SACs are already expected to exercise discretion of this sort in making comparable decisions such as whether cases should be opened or investigations made.

#### DISADVANTAGES:

1. The permission not to send reports on "trivial matters" to the Bureau, even with the other safeguard provisions, leaves it to the interpretation of individual supervisory officials as to what reports even including positive information are to come to the Bureau with the consequent chance that some reports which should be sent will not come in.

2. The proposed change as to not sending in all complaints originating with other Governmental Agencies may give rise to a situation in which the local Governmental Agency has reported to its Washington Headquarters referral of a complaint to a Bureau field office with the result that the Headquarters will inquire of the Bureau as to the status of the case which could not be answered because we would not have a record of the complaint on file.

RECOMMENDATION: Unanimously agreed that the formula for closing cases administratively be changed as follows:

1. The information developed is negative or trivial and no special reason exists for advising the Bureau.

2. When the investigation would have been included in an original opening and closing report.

3. Where no process was issued.

4. Where the inquiry did not originate on the basis of the request from the Bureau. (This eliminates the following): "or from another Government Agency in the field direct to the field office."

RCH:PJ

#### EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 25, 1946, with Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe in attendance was unanimously in agreement with the recommendations of the Joint Committee.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

7/23/46

THE JOINT COMMITTEE

SUGGESTION #231

EMPLOYEE: J. STERLING ADAMS  
ASAC HONOLULU FIELD OFFICE

*Executive Conference*

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: (1) That the rule as to closing cases administratively be changed to dispense with the requirement that reports be submitted to the Bureau in all instances wherein the investigation originated on the basis of a request from another Governmental Agency in the field direct to a field office.

(2) That this rule further be changed to provide that even where information developed is positive a report not be submitted to the Bureau.

ADVANTAGES:

1. Under the present rule reports in all complaints dealing with Crime on a Government Reservation, Thefts of Government Property and similar cases must be sent to the Bureau since most of these cases originate with Army or other Governmental officers in the field. If the present rule were broadened many useless and unnecessary reports would be eliminated.

2. Lack of uniformity among field offices in their interpretation of the meaning of the word negative with the the result that some offices are sending reports which might be deemed to be of a positive but trivial character whereas others are not doing so.

3. The elimination of the reports with regards to requests originating from other Governmental Agencies would not result in any disadvantage to the Bureau inasmuch as a safeguard exists which provides that where a special reason exists such reports would come to the Bureau. Also even under the change those reports would come to the Bureau in those cases in which other Governmental Agencies at Washington referred the case to Bureau Headquarters.

4. The suggested rule would legalize procedures being followed by any office at the present time.

5. If a strict interpretation was placed on the present rule by all field offices it would result in a large volume of reports of an inconsequential nature being transmitted to the Bureau.

6. The elimination of the submission of trivial reports to the Bureau is in accordance with streamlining principles.

RECORDED

66-2554-5299

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ER

THE DIRECTOR

July 26, 1946

THE JOINT COMMITTEE

SUGGESTION #199-B

EMPLOYEE: SAC J. F. TROST  
ATLANTA FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy  
R. C. Hendon E. Schmidt

EMPLOYEE SUGGESTS: That memoranda covering investigative activity be posted to the assignment card where no further work can be done in that office or a report submitted pending the covering of leads in an auxiliary office.

ADVANTAGES:

1. It would prevent an office being charged with a delinquency where a report had not been submitted because action was awaiting an auxiliary office.

DISADVANTAGES:

1. This would open many loopholes for the posting of memoranda.
2. Such a system would tend to relieve pressure upon auxiliary offices of origin for action on pending leads.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES CONFERENCE ACTION:

Unanimously opposed by the Executives Conference on July 24, 1946, with Messrs. Tolson, Tamm, Hendon, Clegg, Long, McCabe, Ladd and Tracy in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

EX-21

RECORDED  
& INDEXED

SEP 4 1946

66-2554-5300

172  
Clegg 1946

JOINT COMMITTEE

7/9/46

JOINT COMMITTEE

RECEIVED 337

RECEIVED: JUL 10 1946

CHICAGO FIELD OFFICE

EMPLOYEE COMMENTS:

That when serials are charged from closed files field offices be permitted to place the charge-out slip on the outside top cover of the file attached underneath the Acco fastener.

ADVANTAGES:

1. Eliminates need for additional red flag.
2. Can discover at a glance without lifting cover that serial is missing.
3. Could serve as a tickler for missing serials.

DISADVANTAGES:

1. Slips become detached or lost.

RECOMMENDATION - CHICAGO FIELD OFFICE: In favor - 20  
Opposed - 10

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed. Such a practice would not eliminate the need for using the red card the purpose of which is to serve as a flag that material is charged out from closed files in that particular drawer. In addition, the danger that the charge-out slip would become detached and lost if placed on top of the file cover has been greatly increased through the adoption of the rule providing that file folders are now to be destroyed when the file has been closed for more than one year.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, Messrs. Tamm, Long, Hendon, Ladd, Glavin, Egan, Tracy, and Hince in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

July 30, 1946

MEMORANDUM FOR MR. TOLSON

WICKHAM  
RECENT CASE

With reference to the attached Executive Conference memorandum relative to what our Laboratory policy should be in connection with examinations in this case, I assume that despite what decision the Director may make, he will desire us to furnish testimony of our Single Fingerprint Experts if requested at any trial. These experts, of course, positively have identified latent fingerprints appearing on the ransom note as being those of Heirens and to withhold such testimony would subject us to extreme criticism and might defeat the ends of justice.

In this regard, the Chicago Police Department has done nothing in so far as the fingerprint examinations are concerned which is contrary to our policy. From publicity appearing, this is probably a moot question since the indications are that this case will not come to trial.

Respectfully,

R. C. Hendon

RECORDED  
&  
INDEXED

EX-22

166-2554-5300X  
F B I  
61 OCT 23 1946

ECB:ICB

Director's Notation: "Yes, we will make reports on fingerprints but none on handwriting since outside expert was used. H"

ENCLOSURE

EX-22

NOV 4 1946

1946



OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO: THE DIRECTOR

DATE: July 27, 1946

FROM: THE EXECUTIVE CONFERENCE

SUBJECT:

Reference is made to the Executive Conference memorandum dated July 22, 1946, relative to the examinations made by the Bureau in the Deann case at Chicago, and the Director's notation on this memorandum which reads in part "... we will make no further examinations in this case of any kind. We are not going to be used for part and not all, particularly when we render it free." Reference is also made to the Director's statement contained in his memorandum to Mr. Tolson and Mr. Harbo, dated July 17, 1946, reading in part as follows "... because it has been the established policy of this Bureau to assist local police departments in Laboratory examinations only in those cases where this Bureau is the sole Laboratory utilized, other than such police laboratories as might exist."

In view of the above, this matter has been reconsidered by the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Ladd, McCabe, Nichols, Hince, and Lonn.

POLICY IN MAKING LABORATORY EXAMINATIONS  
FOR OUTSIDE AGENCIES

The policy we have been following with reference to making Laboratory examinations for outside agencies is that we do not examine evidence that has been previously examined or worked upon prior to its receipt by the Laboratory, and no Laboratory expert will be provided to give testimony in the State Courts if another expert is being employed on the same subject matter by the prosecution.

We have endeavored to follow this policy to the extent of not examining evidence submitted to the Laboratory where outside experts have made, are making, or, insofar as we can determine, will make any laboratory examinations. It has also been our policy not to duplicate the work of other "experts" and not to testify in court in corroboration of outside "experts" with regard to any piece of evidence.

This policy has been applied to include all "experts", even those of the laboratories of law enforcement agencies. Our reasons have been:

- (1) In the interests of economy to eliminate duplication of effort.
- (2) Other examinations of the particular evidence subject it to contamination and may change its character, which would prevent a successful examination by our expert and make it impossible for him to properly interpret his findings.

**ENCLOSURE**

- (3) To prevent our Laboratory from being used to verify the work of others and thereby build up their prestige at our expense.

The only agency to which a different policy has been applied has been the Metropolitan Police Department, where the Director stated in a letter dated 1945 all Laboratory

RECORDED

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examinations in connection with all the evidence in a particular case investigated by them or we were to make no examinations in such case. These instructions came about as a result of the murder case involving Joseph Dunbar Ledley, presently awaiting execution. In that case, the Metropolitan Police Department had us take some Laboratory examinations, as well as the Bureau of Standards. Although the examinations were different, we were qualified to have done all the work in the case.

Any requests contrary to our general policy as previously set forth have been submitted on the basis of the merits of the individual situation and any decision made particularly having in mind the desire not to injure the proper administration of justice.

#### POLICY AS TO FINGERPRINT EXAMINATIONS MADE BY THE IDENTIFICATION DIVISION

The policy we have been following is to make examinations for outside agencies even though a previous examination was made by the local police department identification officer. We will not furnish our expert to testify, however, if another is to testify to the same matter. The reason for this policy has been that practically every police department has an identification officer and we would have no way of controlling the making of a previous examination, and it has been felt that we are rendering valuable assistance in the proper administration of justice.

#### POSSIBLE REACTION TO APPLYING DIFFERENT POLICY TO THE DEGNAN CASE

The members of the Conference considered the possible reaction would result if we at this time applied in the Degnan case a policy that is contrary to our general policy as set forth above.

It was pointed out that the assistance we rendered in this case at the outset was at the specific request of Commissioner of Police Prendergast, who called upon us stating that he was dissatisfied with the slow service of the laboratory work of the Chicago Police laboratory. The Bureau agreed to render them such laboratory assistance in line with our established policy and has done so. Exceptions to this policy were made however. After our first examination of the ransom note it was learned that a previous examination (called preliminary in nature) had been made by a Chicago handwriting expert, Herbert Walters. However, with the Director's approval a report dated January 21 was submitted to the Chicago Police. Also it is to be recalled that after the Cartographer for the Chicago Daily News, Frank San Hamel, observed what he regarded as "hidden writings" (indentations) while retouching for newspaper reproduction, with the Director's approval, we made a reexamination to verify his findings and we found no indented writings as claimed by San Hamel. Therefore, it can be seen that any exceptions to this policy were made with full knowledge and after consideration of the merits of the particular situation, the Degnan case being a most shocking crime which received Nation-wide publicity.

The Conference realizes that when what appears to be the "payoff" document examination was at hand, it was not submitted to the FBI Laboratory, although we

had been of very valuable assistance in this case at a great expenditure of scientific manpower. However, the Bureau has received a considerable amount of very favorable publicity in connection with this case, both in the papers and over the radio.

If we now apply a policy in this case contrary to that which is well known and so far applied, it is very possible that the Bureau will be placed in a position subject to criticism and unfavorable publicity. It is felt that if we go to the Chicago Police Department and State's Attorney Tuohy and advise them that we will make no more examinations in this case, such will undoubtedly be immediately released to the press as a stand contrary to our established policy and contrary to the basis on which we originally said we would assist. The defense undoubtedly would make capital of our refusal to render any more assistance in the case.

On the other hand, if we do not advise the Chicago Police Department and State's Attorney Tuohy that we are not going to make any more examinations in this case, it is possible that they will have evidence brought here or sent here for examination within our policy and we would then have to advise them that we cannot make further examinations in this case, which undoubtedly would result in the same unfavorable publicity.

#### RECOMMENDATIONS:

In the light of the above, the Conference asked that the Director reconsider this matter and makes the following recommendations:

(1) That we continue to apply to this situation our long-established policy and not make any change, which would mean

- (a) That we would continue to make laboratory examinations of evidence in this case which has not previously been examined, but will not provide testimony if another expert is being employed on the same subject matter by the prosecution.
- (b) That we would continue to make fingerprint examinations even though previously examined, but we would not furnish our expert to testify if another is to testify to the same matter.
- (c) Any requests for an exception to this policy would be submitted to the Director for a decision based on the merits of the particular situation.

(2) That SAC McSwain of the Chicago Field Division be instructed to immediately contact State's Attorney Tuohy and fully acquaint him with what has been our

long-established policy as enumerated under 1(a) and 1(b). It is not felt necessary that McSwain further advise the Chicago Police Department, since they have been so informed previously.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg  
Mr. Hendon

HBL:AF

DIRECTOR'S NOTATION: "I think our position should be that we will make an examination only if all phases of that particular class are sent to us. That is to say if fingerprints are sent us then all must be sent us & not to any outside expert. If a Police Dept. utilizes its own lab, then we will make an examination but not supply an expert to testify. However, if an outside expert is used then we will not make any examination of that particular class of evidence. In Heirens case we would render reports on fingerprint examinations but no reports on handwriting since an outside expert has been used. H".

THE DIRECTOR

1/9/46

*hs*  
JOINT COMMITTEE

SUBJECT: (222)

REPLY: JEFF HENDERSON

BALTIMORE FIELD DIVISION

REFERENCE OUR INFO: That the sent and received records on the direct wire of the teletype machines on the East Coast be destroyed after a week's period.

ADVANTAGES:

1. Saves time
2. Saves filing space
3. Gets rid of junk

DISADVANTAGES:

None cited

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: In favor - 5 (only those concerned)  
Opposed - 1 (FO)

HHC:ER

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

RECOMMENDATION:

Unanimously favorable. These records are maintained on a daily basis and show the number of each message sent on the direct line teletype system to the Bureau for relay of the telemeter system to Chicago, San Francisco, or Los Angeles. They do not serve a purpose after the acknowledgment of the message has been received back or after the short period of time required to check on a garble.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously approved by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Nineo in attendance.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc. Mr. Clegg

Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ST. FRANCISCO

8/6/46

JOINT COMMITTEE

COMMISSION 2270

REPLY: SA WILLIAM R. FELLON  
SAN FRANCISCO FIELD DIVISION

MEMORANDUM:

H. H. Clegg  
R. G. Hendon

E. E. Conroy  
E. E. Scheldt

REASONING:

That monographs be prepared by the Bureau and distributed to the field dealing with the history and organization of such famous foreign law enforcement organizations as [redacted]  
[redacted]

b7D

ADVANTAGES:

1. This would make readily available to the Agents background information on these organizations to satisfy their curiosity and to enable them to speak with some authority concerning them.
2. It might be of assistance to them in making speeches or appearing before police schools.

DISADVANTAGES:

1. The value to be derived from such monographs is not equivalent to the amount of work required in their preparation and dissemination.
2. Such material is readily available from library and encyclopedia references to those Agents who are interested.
3. Such a monograph was prepared a number of years ago on Scotland Yard and sent to all field offices and there was no material advantage gained thereby.

RECOMMENDATION:

Unanimously opposed.

NOTES:

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

RECORDED  
Clyde Tolson

INDEXED

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: H. Clegg  
R. G. Hendon

SAC, PITTSBURGH

AUGUST 26, 1946

*for*  
DIRECTOR, FBI

*Mr. Stutsman*  
While recently in attendance at In-Service School, Special Agent John P. Stutsman of your office made a suggestion which had for its purpose the improvement of the Special Agents of the Bureau in conducting interviews. Agent Stutsman subsequently advised Mr. Clegg by letter, as requested, that he would be able to prepare certain written suggestions, a prospectus, including a lecture to be presented, the various forms necessary in the criticism of an Agent on test interviews and other similar matters incidental to the complete formulation of an improved course of training on this subject. He indicated he would be able to prepare such material within fifteen working days. The Bureau desires that you authorize Agent Stutsman to prepare such material; that you have this done under your close supervision in order that the project can be completed at least within the time specified and that the finished product be furnished to the Bureau promptly after it has been completed.

The Bureau appreciates very much the suggestion of Agent Stutsman and his willingness to prepare basic material which is based upon his experience both before entering the service and since becoming a Special Agent.

Communications Section  
3-26-46

hhc;pj;hd

approved by <sup>0</sup>Executive Conference on 8/21/46, those being present - Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo, and Clegg. hhc

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INDEXED

24  
EX-29

66-2551-5304  
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61 SEP 2 1946

58 SEP 11 1946

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THE DIRECTOR

September 3, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 26, 1946, consisting of Messrs. Ladd, Tracy, Clegg, Hendon, Harbo, Nichols, Rosen, and Glavin considered a suggestion made by Glavin concerning the retention of Special Agent examination papers. Glavin pointed out to the Conference that under date of July 2, 1942, the Executive Conference, consisting of Messrs. Tolson, Ladd, Tracy, Quinn Tamm, Carson, Rosen, Hendon, Clegg, Kramer and Glavin considered a suggestion made by Mr. Hendon that examination papers for the position of Special Agent be destroyed after they have been graded. Hendon pointed out that there were 32 file drawers of such examination papers in the Personnel Files Section which could be utilized for other purposes. He further pointed out that while upon some occasions, it might be helpful to have the examination paper to fortify the Bureau in furnishing advice to some Congressman as to why an applicant had failed. Mr. Hendon suggested that the greatest difficulty arose in those instances where the applicant was of good legal ability and intelligence and it was a borderline case, in which instance the examination paper itself would be of little use. Glavin at that time pointed out that he calls for some of the papers about every week to point out why an applicant did not get a satisfactory grade. The remainder of the Conference voted to retain the papers for a period of one year as is presently done. It was felt that even though utilized but occasionally, it would not be safe to destroy these papers. The Director approved Mr. Hendon's suggestion and it was put into force.

Glavin again brought up to the Conference that in the recent past, he has had need for these examination papers in order to go over the qualifications of certain Agent applicants and has not been able to have such papers due to their being destroyed. The papers are very desirable in reviewing applicants, particularly accountants when the applicants appear to have a good accounting background but have unsuccessfully taken the examination as there may be some oversight involved that, when considered, would make it worthwhile for the applicant to again afford such an applicant another examination. EX-19 & 60-2554-5305

INDEXED  
The Conference unanimously agreed with Glavin that it would be desirable to maintain such papers for the period of one year in the future.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

176  
CC: Mr. Hendon

Mr. Clegg

WEG:ejm



24076

The Conference points out that Reardon is the individual against whom complaints were made to the Department in 1945 because of his open and derogatory statements concerning the FBI to the effect that it was no different from the Gestapo, that the Agents were "a bunch of little college boys who were trying to run the Department of Justice and put the people all over town in jail" and who represented from time to time people whose backgrounds were questionable. It will be recalled that upon one occasion on the stationery of the U. S. Attorney, Reardon had requested two military policemen to appear as witnesses in Wilmington municipal court in a state case in which Reardon was serving as defense attorney. As a result of our complaints to the Department, Mr. Vanech severely talked to Reardon and instructed that it would be necessary for him to get along with the Department of Justice and the FBI.

In view of this information concerning Morris and Reardon, Messrs. Tolson, Glavin and Hendon recommend that Mr. Morris be advised that due to our budgetary limitations we do not have available clerical or Agent personnel to keep in the Wilmington Resident Agency at all times. These members of the Conference feel that the situation at Wilmington is no different from that which exists in many points throughout the country such as Spokane, Washington, Columbus, Ohio, Billings, Montana, and other places where U. S. Attorneys are located away from headquarters cities and where Resident Agencies are located. It is believed that the Bureau cannot afford to expend the personnel and time required to have someone always available and that an exception should not be made for Wilmington. They further feel that due to the various emergencies and assignments which arise every day, it would be impractical to make arrangements whereby an Agent would be at the Wilmington Resident Agency office for any particular hour or two during the day. They are further of the opinion that by this arrangement Morris probably seeks to evade some of his own responsibility in interviewing callers at the office of the U. S. Attorney.

The other members of the Conference, consisting of Messrs. Tamm, Nichols, Ladd, Long and McCabe, with whom Mr. Clegg had previously concurred, recommend that the Special Agent in Charge in conference with the U. S. Attorney decide upon one or two periods per day during which regularly one or more Special Agents could be present in the office and that the U. S. Attorney be so advised so that he could refer callers to the office during those periods.

All members of the Conference were unanimous in recommending against the designation of a stenographer full time in the Wilmington Resident Agency and believe that the previously recommended Bulletin to all Agents pointing out the need for expediting reports in cases



THE DIRECTOR

7/20/46

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Hendon, Nichols, Ladd, Long and McCabe considered the suggestion of U. S. Attorney John J. Morris, Jr. of Wilmington, Delaware as follows:

1. That it would increase the effectiveness of the FBI work at Wilmington if someone would be on duty in the Resident Agency Office at all times during business hours. He advises that his office has frequent occasion to communicate with the office and if some way could be arranged to relay messages to Agents or to find out approximately when the Agents would be in the office, it would facilitate their operations.
2. That a Stenographer constantly assigned in the office at Wilmington would prevent the long delays which frequently occur in obtaining reports, which would be advantageous particularly since under the new Criminal Rules a defendant may waive indictment and enter a plea of guilty on a Criminal Information, which requires that the U. S. Attorney be in early possession of the facts of the investigation.

It is pointed out that at Wilmington, which is in the Baltimore Field Division, there are three Resident Agents. John J. Morris was first appointed U. S. Attorney at Wilmington in 1925 and served until 1933 and was reappointed in 1944. When investigated prior to his last appointment, it was the consensus of opinion of persons interviewed that Morris would not devote the necessary time to the U. S. Attorney's office due to his private practice.

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Mr. Hendon pointed out that when he was Agent in Charge at Philadelphia in 1937 and 1938, Morris was seldom in the office. At that time Morris also raised the question of having someone permanently available at Wilmington to handle interviews and to expedite the receipt of reports. Morris has not been particularly cooperative or friendly with the Bureau over the years although he gives lip service. In October 1945, SAC Hallford advised that Agents in the Wilmington area had often stated that it was very difficult to reach Morris in connection with cases they desired to discuss with the U. S. Attorney and that as a result nearly all cases had to be discussed with Assistant U. S. Attorney Francis A. Reardon and that both of these individuals have a rather passive attitude toward carrying out their duties as prosecutive officials of the Government.

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*[Handwritten signature]*

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24071  
under the New Rules of Federal Criminal Procedure will help to alleviate this situation. In addition, SAC Hallford will be instructed to take such steps as are necessary to insure that there will be no reasonable ground for criticism on the part of Morris because of any delay in receiving investigative reports.

Upon decision of the Director, the U. S. Attorney will be advised by letter.

*I will agree but I think this is merely "ducking" the matter. Unless Hallford has it vigorously emphasized on him.*

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

REH:DW

ADDENDUM 7/26/46

If you approve these recommendations, I will, in addition, talk to Mr. Hallford while he is in town and emphasize to him his personal responsibility in insuring that the U.S. Attorney's Office at Wilmington receives reports promptly and that long delays in the submission of reports do not occur.

EAT:RH

THE DIRECTOR

7/25/46

THE EXECUTIVES CONFERENCE

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the suggestion that there be reprinted the following pamphlets or memoranda which are attached hereto:

1. ~~Instructors~~ Outline on Defensive Tactics.

This has heretofore been printed but may in the future be mimeographed. It is given to all Special Agents who qualify as Physical Instructors in defensive tactics methods. It is given to all students who attend the FBI National Academy and to former graduates of the Academy to serve as a guide in teaching this course.

2. A reprint from the March and May, 1945, issue of the FBI Law Enforcement Bulletin on the subject of Disarming Methods which is provided to newly appointed Special Agents, students in the FBI National Academy, former graduates of the Academy and Police Agencies making official requests for copies.

3. The booklet entitled "Some Suggestions for Physical Training which was devised for issuance to Special Agents and members of the future New Agents Classes on the occasion when the Bureau discontinued the requirement that there be supervised physical training periods in field divisions.

This provides helpful suggestions for those who desire to engage in self-directed exercises for general conditioning and is also provided to students in the FBI National Academy, when requested, for the same purposes.

It was recommended that 500 copies of each be reproduced as the conditions in the Mechanical Section permit it.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ

5 Attachments

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&  
INDEXED

EX - 31

166-254-5306

F. E. I.

SEP 13 1946

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THE DIRECTOR

September 3, 1946

THE EXECUTIVE CONFERENCE

TELEPHONE CALL FROM MRS. PARKINSON  
AMERICAN CHEMICAL SOCIETY

Mrs. Parkinson telephoned Mr. Harbo on August 30 and stated that the 4th edition of the book "Forensic Chemistry and Scientific Criminal Investigation" by A. Lucas, has just been published. She inquired whether it would be possible to have an examiner in the Laboratory prepare a review of this book for publication in "Chemical and Engineering News", an official publication of the American Chemical Society.

This book is a British book and is recognized as a standard reference work in this field comparable with "Criminal Investigation" by Hans Gross. All earlier editions of the book by Lucas have been used for reference and instructional purposes in the Laboratory for several years.

This matter was considered by the Executive Conference on September 3. It was pointed out that if such a book review were to be prepared it should be prepared over the name of the individual who actually reviewed the book. The Laboratory will, of course, desire to obtain the book and review it, regardless of whether a book review was prepared.

Messrs. Glavin, Ladd, and Harbo were in favor of having a qualified examiner with a Ph. D. degree in chemistry review the book in accordance with the request. The remainder of the Conference, Messrs. E. A. Tamm, Hendon, Nichols, McCabe, Tracy, and Clegg, were opposed to our complying with the request. Mr. Nichols pointed out that whatever we said about the book would probably be used for the purpose of promoting sales by the publishers.

A reply to Mrs. Parkinson is being held in abeyance pending the Director's decision.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED  
&  
INDEXED

EX-29

1 SEP 5 1946

5307

RTH:AF

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Clegg  
Mr. Hendon

53 SEP 6

RH

The proposed form was submitted to Miss Brandtley, Fletcher, Hood, Ladd, and Snowy for their observations. Messrs. Brandtley, Fletcher, and Hood were opposed to the use of this form. Messrs. Ladd and Snowy were in favor, with Ladd making exceptions to the effect that the use of this device may be desirable at certain irregular intervals but not on a stated monthly schedule.

**RECOMMENDATION:** Unanimously opposed.

**INITIALS:**

**DISCUSSIONS FOR THE CONFERENCE:**

The Conference unanimously opposed this suggestion on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon  
Mr. Clegg

LEADER

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

8-13-46

THE JOINT COMMITTEE

SUGGESTION #171

EMPLOYEE: T. E. Naughton  
Inspection, St. Paul Office

INTERESTED: H. H. Clegg L. V. Deardman  
R. T. Harbo S. K. Lefter

EMPLOYEE SUGGESTS: Suggestion made by the St. Paul Office that a form be approved which will list monthly the individual cases assigned to each agent in the office. This list would be prepared in conjunction with the preparation of the monthly administrative report and would show the file number, date received, or date of last report. After review by the SAC, the sheets would be forwarded to the individual agents for them to insert information reflecting the approximate date the report can be expected and the number of days to complete the assignment.

ADVANTAGES:

1. The use of this form would tend to reduce the case delinquency of individual agents.
2. It would serve as a device for enabling the SAC and other field supervisory employees to give the work of individual agents closer supervision.

DISADVANTAGES:

1. Under this plan, the lists for all SEP 5, 1946 are made on the same date, and it is obviously impossible to adequately review for the purpose of constructive suggestions the work of all agents in the period of a few days. It is believed that a better procedure is to spread out over the period of the entire month the function of reviewing in detail the status of cases assigned to individual agents.
2. The proposed procedure would constitute an unnecessary clerical burden on the office as well as an unnecessary burden on the supervisory officials if this procedure were required each month.
3. It obviously is not in conformity with the streamlining of Bureau procedures.
4. The same results can be obtained without the use of any form, and at the same time the function would be spread evenly throughout the month.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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66-2554-5310

NOT USED

*J*



THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #277

EMPLOYEE: SPECIAL AGENT D. H. SUTLER  
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg  
R. C. Hendon

E. R. Conroy  
E. Scheidt

EMPLOYEE SUGGESTS: That efforts be made through the Department to secure legislation making it illegal for any concern to use the initials FBI.  
O F

ADVANTAGES:

1. It would make it a violation of the law to commercialize on the name of the FBI.
2. It would prevent such use being made of the Bureau's initials to indicate endorsements of various activities on the part of the Bureau.

DISADVANTAGES:

1. Such legislation would be difficult to secure.
2. There are very infrequent instances in which there is any attempted misuse of the Bureau's name and these can be controlled by individual contacts in each instance.
3. It might be possible were other means, such as direct contact, available.

RECOMMENDATION: Unanimously opposed.

CHIEF:

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED  
&  
INDEXED

66-2554-5311  
SEP 5 1946

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Jones  
Mr. Quinn  
Mr. Nease  
Mr. Gandy

56 SEP 6 - 1946

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #275

EMPLOYED: H. E. GANLON  
NEWARK FIELD DIVISION

MEMBERS PRESENT:

H. E. Glegg  
H. C. Hendon

E. E. Conroy  
E. Scholdt

EMPLOYEE SUGGESTS:

That during the investigation of the Communist Party all field offices prepare a list of persons who could be considered potential informants in the event of a break in diplomatic relations with the Soviet Union.

**ADVANTAGES:**

1. This would make available a list of those who belong to the Party because they are opportunists but who do not have loyalty.
2. In the event of a break such individuals could be immediately and simultaneously interviewed for information concerning the activities of the Party and its prospective program.

**DISADVANTAGES:**

1. If a person of this category becomes known to a field office it should take necessary steps to develop him as a current informant.
2. Persons who might be properly placed on such a list due to their lack of real loyalty to the Party would probably make themselves available to the Government in the event of a break in relations in order to obtain consideration and for self-protection.
3. Such a list would not be reliable inasmuch as it is impossible to accurately predict which individuals would terminate their loyalty with the Communist Party at some future date.

**RECOMMENDATION:**

Unanimously opposed

RECORDED

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-11-86 BY SP-6 BJA/ML

240 C.N. 263 670

56 SEP 6 - 1946

COPIES: Hendon  
Mr. Glegg

THE DIRECTOR

7/18/46

JOINT COMMITTEE

SUGGESTION #339

EMPLOYEE: SAC L. O. TEAGUE  
ANCHORAGE FIELD DIVISION

EMPLOYEE SUGGESTS: That a bulletin be issued to the field advising of the peculiar geographic and economic facts concerning Alaska so that Agents in setting out leads for coverage by the Anchorage Office may better evaluate their requests.

ADVANTAGES:

1. The geographic and economic situation in Alaska is different from that existing in most field divisions with the result, due to communication, travel and other limitations, leads cannot be handled as expeditiously as in domestic offices.
2. Due to a lack of knowledge of Alaska, leads are set out which are most difficult, if not impossible, to cover due to their non-specific nature.

DISADVANTAGES:

1. There are peculiarities existing in all field divisions and there would seem to be no great reason for furnishing information concerning Alaska's peculiarities to the field and those that exist elsewhere.
2. Other offices receive non-specific leads just as does Alaska, and a general bulletin such as suggested will not correct this error.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed to the submission of the bulletin but in favor of instituting a lecture of approximately thirty minutes before all In-Service Training Schools concerning the handling of investigations in all territorial offices and non-domestic areas which would include Canada and Mexico.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 9, 1946, SEP 5 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Wingo in attendance, unanimously agreed with the recommendation of the Joint Committee.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg  
Mr. Hendon

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

56 SEP 6 - 1946

and the Selective Training and Service Act, in so far as government service in their employment agency was concerned, in those instances, the Bureau would have to pass on whether a man should or should not be awarded a service key even though he had resigned, when it was known that he resigned for the sole purpose of entering the military service and it was his desire to return to Bureau service immediately upon release from military duty. The Conference feels, therefore, that the Bureau should continue its present policy of awarding service keys for actual Bureau service or service rendered under Bureau control or assignment. Under Bureau control or assignment taken into consideration a case such as Inspector Morgan when he was assigned to a Congressional Committee at the direction of the Director and not through any choice of his own.

Should the Director approve the Conference recommendation, Mr. Deger will be so advised.

Respectfully submitted,  
FOR THE CONFERENCE

cc - Mr. Hendon  
Mr. Clegg

Glyde Tolson

E. A. Tamm

EEG:em

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffee \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Acers \_\_\_\_\_  
Carson \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Mumford \_\_\_\_\_  
Starke \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

8/5/46

THE EXECUTIVE CONFERENCE

The Executive Conference of 7/26/46, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Kince, Ladd, Long, McCabe and Glavin considered a suggestion by J. Robert Dager, of the Director's Office, concerning the awarding of Service Award Keys.

Mr. Dager, in his communication to the Director under date of July 24, 1946, pointed out that for all practical purposes, such as seniority, retirement benefits, and the granting of periodic in-grade pay increases, the Government has established the policy that an employee on military leave is to be treated in the same manner as though he had continuous active duty with the Government agency by which he is employed. Mr. Dager feels that it might be well for the Bureau to consider in the service time of an employee, in connection with the awarding of Service Keys, that time which he has spent in the military service. Dager pointed out that FBI employees while in the armed services did not try to cut corners, realizing that their future depended on their maintaining clean records; that such men elected to play the game straight, possibly missing out on some of the good times enjoyed by some of his buddies; that although some Bureau employees were not on active Bureau duty, they attempted to conduct themselves as any conscientious employee on active duty. Dager advises that he not only speaks for himself when he states that the Bureau employee on military leave still considered himself a Bureau employee, but he speaks for others. He points out that although the Service Award Key has no material value, its sentimental value to the employee who plans to make a career of the Bureau is of extreme importance.

The Conference carefully considered Mr. Dager's suggestion since, for all practical purposes, government employees on military leave retained all rights which were retained by all employees who were continuously in an active duty status.

The Conference feels, however, that the Bureau should not make any change in its regulations concerning the awarding of Service Keys. It points out that such keys are awarded for actual service in the FBI, and that if any exception were made in the awarding of such keys, considerable difficulty would be experienced; that in many instances employees leave the Bureau service to go into the armed forces, and although they still continue to have all the benefits under the GI Bill of Rights

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
 Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Acers \_\_\_\_\_  
Carson \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Mumford \_\_\_\_\_  
Starke \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

SEP 6 - 1946

THE DIRECTOR

8/9/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Rosen, Harbo, McGuire, Mumford, Hendon and Tracy on August 5, 1946, considered a recommendation made by Miss Hanson of the Typing Section in the Identification Division that the Identification Division immediately discontinue sending follow-up copies of records to contributors who have been inactive for one year or more.

For the Director's information, follow-up copies of records are sent to contributors who have submitted fingerprints within the past five years, however, when a contributor has not been sending fingerprints for one year or more it is felt by the Identification Division that it is a waste of time to furnish the follow-up copies. There will be a slight saving involved if this change in procedure is approved. The Conference unanimously recommends approval.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED  
&  
INDEXED

166-2554-5315  
1 SEP 5 1946

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 SEP 9 1946

THE DIRECTOR

8/30/46

EXECUTIVES CONFERENCE

CLARENCE WILLIAM HYLBERT  
CHIEF OF POLICE  
PARKERSBURG, WEST VIRGINIA  
APPLICANT FBI NATIONAL ACADEMY

Chief Hylbert, according to the Pittsburgh Office, is presently 54 years of age and will be 55 before the opening of the January Session of the Academy. His application, however, indicates he is now 53 years of age and will be 54 by the time the class begins in January. The Pittsburgh Office has recommended that we waive our present age requirement for admission to the Academy in view of the outstanding position Chief Hylbert occupies in the field of law enforcement in West Virginia. He is presently actively engaged in organizing a Chiefs of Police Organization in the state, and he has, over a period of time, been designated on the committee of International Chiefs of Police with respect to the highway safety program which he has handled in the State of West Virginia. SAC Fletcher stated that Hylbert, in his opinion, is the most aggressive and capable Chief of Police in the State of West Virginia. It is noted that we have waived the age limit for entrance to the Academy in three other cases, the highest age in any instance, however, being 53 years.

The Executives Conference on August 29, 1946, those in attendance being Messrs. Ladd, Glavin, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan, unanimously recommended that we waive our age limit for admission to the Academy in the case of Chief Hylbert.

RFM:ER

Respectfully,  
For the Conference

RECORDED  
&  
INDEXED

SEP 5 1946

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg

52 SEP 9 1946



THE DIRECTOR

C-12-10

MR. JOHN C. GILBERT

MEMORANDUM FOR

TO: O. G. Clegg  
Collective Services Section  
Investigative Division

RECOMMENDATION: E. H. Clegg I. V. Dearden  
D. T. Harbo S. E. Nelson

RECOMMENDATION: That it be recommended to specifically require that all signed statements and other evidence when transmitted through the mail be sent by registered mail rather than by regular mail.

ADVANTAGES:

1. This would make a positive provision to safeguard against the loss of evidence sent through the mail.
2. This is a practice which is widely followed at present.
3. There should be a uniform rule for all offices to follow.

DISADVANTAGES:

1. Additional cost of registration of mail.
2. Additional personnel time in handling the mail and possible inconvenience to the U. S. attorneys' offices in signing for the receipt of such mail.
3. Some delay in transmittal.

RECOMMENDATION: Unanimously favorable.

LHO:dra

EX-29

RECORDED

INDEXED

SEP 5 1946

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, unanimously favored this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Clegg  
Hendon



2. All the agents in the Bureau now attending in-service classes have already been given training and experience in public speaking, and to add that course arbitrarily would consume time which would make it necessary to eliminate or reduce the periods of instruction in other subjects that have been selected for the in-service school.
3. It would reduce the voluntary discussion of important matters such as are now occurring, since the agents would feel inclined to save up their discussions for the five-minute address which they would be automatically required to make; and it is believed that free and informal discussions are more beneficial and desirable than the forced speech-making type of discussions.
4. It would unnecessarily prolong some good "two-minute" comments.

**RECOMMENDATION:** Unanimously unfavorable.

**ENCLOSURE**

**EXECUTIVES CONFERENCE CONSIDERATION:** The Executives Conference on August 30, 1946, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg, recommended unanimously unfavorable.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Hendon  
Mr. Clegg

ENCLOSURE

THE DIRECTOR

8-12-40

THE JOINT COMMITTEE

*Executive Conference*

SUGGESTION 1380

EMPLOYEE: SA BURELLE W. CASHDOLLAR  
PITTSBURGH FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That during the course of In-Service Training each special agent be given five minutes time during which he would discuss before the class some unusual technique in investigations of which the agent personally had made use with success or about which he had learned from some police official, which discussion would contribute to the general benefit of all members of the class.

At the present time, at in-service classes there are frequent and prolonged discussions of value during the practical case work at Quantico and during some of the instructional periods in Washington. The agents are all requested to participate in discussions and to cite their experiences wherever profitable whenever any particular subject to being discussed, the only requirement being that the discussion relate to the subject matter of the discusstional period. The present in-service classes are participating more generously than any other previous in-service classes in this regard.

#### ADVANTAGES:

1. If the discussion could be recorded stenographically and placed in the Bureau's files at Washington, it would add to the recorded accumulated experiences of agents insofar as investigative techniques and methods are concerned.
2. When the discussions were carefully selected and properly presented, they would contribute to the benefit of other class members present.
3. It would give some additional experience of a required nature to the agents in lecturing and speaking.

#### DISADVANTAGES:

RECORDED & INDEXED

1. It would be largely a waste of time, since the agents would force themselves to discuss subjects about which other members of the class were already well informed or which would not pertain to any experience which would be helpful to others.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

56 SEP 4 1940

*BHC*

THE DIRECTOR

9/4/46

THE EXECUTIVES CONFERENCE

The Executives Conference on August 30, 1946, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg, unanimously recommended that in addition to the present requirement that SACs interview all Assistant Directors, Mr. Nease and Mr. Hendon while they are attending In-Service School, that Assistant Agents in Charge should be similarly instructed since the ASAGs actually do administrative work and are left in charge of the office a considerable portion of the time.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

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EX-66

66-2554-5319

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

HHC:PFJ

52 SEP 9 1946

*W. H. C.*

THE DIRECTOR

The Executive Conference

Respectfully  
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED

QEX - 44

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

**NAME:** da

7/22  
THE DIRECTOR

7/24/46

THE EXECUTIVES CONFERENCE

~~PREEMPLOYMENT~~ COLLEGE COURSES FOR  
PROSPECTIVE POLICE EMPLOYEES

The Executives Conference on July 19, 1946, those present being Messrs. Tolson, Hendon, Tracy, Nichols, Ladd, Long, Mumford and Clegg, considered the suggestion that the Bureau as a matter of policy recommend to police officers or prospective police officers upon inquiry or to any college or university that might make inquiry that the following subjects are believed to be of value in the preliminary college education of those who desire eventually to enter police service, or that such subjects would be appropriate in any college or university curriculum as background subjects for those who desire to take specialized courses leading to eventual training in police work:

- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. English                        | 10. Ethics              |
| 2. Economics - An Introduction To | 11. Logic               |
| 3. History - American             | 12. Sociology           |
| 4. Political Science              | 13. Criminology         |
| 5. General Chemistry              | 14. Psychiatry          |
| 6. Elementary Physics             | 15. General Psychology  |
| 7. Elementary Accounting          | 16. Abnormal Psychology |
| 8. Mathematics                    | 17. Child Psychology    |
| 9. Criminal Law and Procedure     |                         |

Of course it should also be indicated that the actual teaching of subjects dealing with police tactics and showing the methods of police operation should be reserved for those who are regularly engaged in police work and should be taught by those who have had a large amount of practical experience as enforcement officers.

The Conference unanimously favored this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

RECORDED  
&

INDEXED

E. A. Tamm

EX-42

cc - Mr. Hendon  
Mr. Clegg  
Mr. Ladd  
Mr. Nichols  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ENC: PJ

THE DIRECTOR

8/8/46

THE JOINT COMMITTEE

SUGGESTION #184

EMPLOYEE: GERTRUDE L. JONES  
SALT LAKE CITY OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That the terms "Unknown Subject" and "Unknown Victim" be eliminated from the titles of all reports.

ADVANTAGES:

1. Excess verbiage that serves no useful purpose would be eliminated.
2. Some small amount of typing would be eliminated.
3. These terms are not indexed and have no value in assisting the office in locating a file.

DISADVANTAGES:

1. The use of these terms furnishes a quick flag that the subjects are unidentified. The absence of such a flag in the title could easily result in making a serious error in the conduct of an investigation.
2. To discontinue the practice would entail a constant review of the file to determine if any subjects are still unidentified.
3. In cases where a name, either surname or given name, is available for title purposes with the subject being, in fact, unknown, the use of the partial name plus "Unknown Subject" is helpful for titling and indexing purposes.
4. Where both known subjects with complete names and unknown subjects with either no names or partial names exist, the use of this term again is helpful for both titling and indexing purposes.
5. The titles serve as aids to the U. S. Attorneys.
6. The time involved in typing is insignificant.

RECOMMENDATION: Unanimously unfavorable

RECORDED & INDEXED

347

66-2554-5322

REC'D:DEU

EXECUTIVE CONFERENCE CONSIDERATION: The Conference unanimously opposed this suggestion on August 29, 1946, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Hendon  
Mr. Clegg

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

C-12-10

THE JOINT COMMITTEE

SUBJECT: 1370

EMPLOYEE: SIO R. D. Hoag  
Los Angeles Field Office

MEMBER PRESENT:

H. H. Clegg  
D. T. Harbo

L. V. Boardman  
S. E. Moffat

b7E

EMPLOYEE SUGGESTED:

That a form be approved to be maintained as a log on [redacted] which would record the visits, arrivals, and departures of individuals at [redacted] and this form would be mimeographed as needed in the field after it has been approved. The form in question has a column to show (1) date, (2) visitor, (3) purpose, (4) time in, (5) time out. Practically all visits are made by agents reporting on and off duty.

In the New York Office, the logs are maintained in a bound book which has the appearance of a diary; in the Philadelphia Office, the log is maintained on blank pieces of paper without any headings or without any special forms and with no government watermark on the paper; at Newark, the log is maintained in the form of a diary not identified with the government in any way; while the Los Angeles Office uses a form of the type suggested.

ADVANTAGES:

1. It would add in maintaining over-all uniformity as to size and composition.

DISADVANTAGES:

1. Practically all entries made are merely the indication of time and the name of the agent reporting on duty or off duty; and therefore to repeat in each instance the date, to show in each instance the purpose of the arrival of the agent for duty or departure at the close of the day, would appear to be unnecessary.
2. There appears to be no actual need for a form.

RECOMMENDATION:

That no printed form be used but that a log be maintained on blank letter-size paper which contain no printing and no government watermark.

1946

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-27-86 BY SP6 B.10/KC  
C.N. 263,670

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED & INDEXED

EX-29

100-2354-5323

SPW

2. That these logs be maintained in longhand;
3. That they be sent to the field office daily for supervision, block stamping, initialing, and filing;
4. That they be retained for a period of one year, at which time they should be destroyed;
5. That the items to be shown on the form be as follows:
  - a. At the top of the first page, the date;
  - b. In a column on the left side of the paper, the time, to be followed by the name of the individual arriving or departing;
  - c. Such additional remarks as appear necessary to justify or explain any unusual situation.

ENC: dnu

*SA*

**EXECUTIVES CONFERENCE CONSIDERATION:**

Unanimously approved by the Executives Conference on August 29, 1946 Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen and Morgan being in attendance. If approved, appropriate instructions with a view to establishing uniformity will be issued.

Respectfully,  
For the Conference

Clyde Tolson

*E. A. Tamm*  
E. A. Tamm

cc: Mr. Hendon  
Mr. Clegg

ENC: dnu

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



THE DIRECTOR

THE JOINT CHIEFS OF STAFF

SUBJECT: 1000  
REF: SAC Conroy  
New York Field Office

~~SECRET~~

8-12-46

*Executive Conference*

MEMORANDUM FOR: H. H. Clegg  
R. E. Harbo

L. V. Boardman  
S. H. Hutto

EMPLOYER SUGGESTS: That the New York Office be authorized to set up  
a special index representing Russian nationals  
located in the territory of the New York Office.  
ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE  
It is proposed that when a Russian national de-  
parts from the New York territory, the card will  
be transferred from an active to a closed section.

ADVANTAGES:

1. This will give a convenient reference reflecting all the Russian nationals in the field office's territory at any given time. This is believed of considerable importance in New York, which is perhaps the most important and largest field division concerned with Russian activity in the United States.
2. The Seat of Government maintains a special index reflecting all Russian nationals in the United States, and it is believed that a comparable sub-file for the New York Office would be of value.
3. In the event relations between the United States and Russia took a sudden turn for the worse, promptly arranged information concerning Russian nationals in the New York area could be of considerable value, it being noted particularly that these cards would all relate to aliens and it might be found advantageous to have a record of such alien Russians in the event some administrative or legislative official should make inquiries of records of this type maintained by the Bureau.
3. This would serve something in the nature of a test experiment to be used subsequently as a guide for extending the project into other selected field divisions, particularly on the west coast, or for declining to approve any such expansion.

DISADVANTAGES:

1. This would be another special index requiring clerical and agent personnel's time for maintenance.

6-28-86  
Classified by SP6 BAP/ME  
Declassify on: OADR  
C.N. 263, 670

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

52 SEP 9 1946

~~SECRET~~

66-2551-5324

*Edm*

~~SECRET~~

2. It is making another exception to the New York Office from the usual pattern of administrative procedure.
3. The advantages cited indicate some feeling that this is experimental and that it is not conclusively agreed upon that this is meritorious.

**RECOMMENDATION:** Unanimously favorable for the New York Office only, with the further provision that the supervisor of such matters at Washington obtain from the New York Office sixty days after this file has been initiated a statement of the advantages and disadvantages and recommendations of that office for its continuation in that office, and from this the supervisor can make recommendations as to the desirability of extending this to certain other offices or all other offices.

HHS:dra  
A-U

**EXECUTIVES CONFERENCE CONSIDERATION:** The Conference, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance on August 27, 1946, unanimously favored this suggestion. If approved, appropriate instructions will be issued, consistent with the Joint Committee recommendation.

Respectfully,  
For the Conference

WHL:LB

Clyde Tolson

cc: Mr. Clegg  
Mr. Hendon

E. A. Tamm

Tolson	
E. A. Tamm	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Hendon	
Pennington	
Quinn Tamm	
Nease	
S. Gandy	

~~SECRET~~

THE DIRECTOR

8-12-46

THE JOINT COMMITTEE

MEMORANDUM

TO: SAC, Los Angeles  
FROM: H. H. Harbo  
SUBJECT: Los Angeles Field Office

RECOMMENDATION:

H. H. Harbo  
R. T. Harbo

L. V. Harrison  
S. H. Hulse

EMPLOYED SUGGESTION:

That the provision requiring that the daily reports of an agent out of his home territory on subpoena be forwarded to his home office after review by the SAC in the office of subpoena, be discontinued, with the provision that the report be filed in the office where the agent is actually on subpoena.

ADVANTAGES:

1. Eliminates some clerical handling of the reports.
2. Eliminates the review and checking of the report upon receipt at the office of assignment.

DISADVANTAGES:

1. This would reduce the amount of supervisory control which the SAC in the office of assignment can exercise.
2. The file of daily reports for the agents should be complete in the office of assignment for any special studies which are desired later on. The report would be of no value in the office where the agent served on subpoena.
3. There is so little to be gained by making any change in the rule that it would not warrant making a change in the present rule.
4. Files of office where agent on subpoena would be cluttered by these daily reports.

RECOMMENDATION: Unanimously unfavorable.

WIC:dms

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference on August 27, 1946, those present being Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Lorgan, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

D. A. Tamm

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Hendon \_\_\_\_\_  
Pennington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

10480

THE DIRECTOR

August 14, 1946

THE EXECUTIVES CONFERENCE

LABORATORY REPORTS TO POLICE AGENCIES -  
CARBON COPIES TO FIELD OFFICES

In accordance with prior approval letters were sent to eight offices requesting their recommendations as to whether the Bureau should resume the former practice of sending to field offices copies of Laboratory reports to police agencies in their territory. The Butte, Cincinnati, Kansas City and Philadelphia Offices recommended that such copies be forwarded to field offices. On the other hand, the Atlanta, Denver, Los Angeles and San Francisco Offices recommended against such action, although the Atlanta Office voted in favor of obtaining copies of such reports in fraudulent check cases.

The offices voting in favor of receiving such copies in substance repeated the arguments in favor of this action which had earlier been brought to the attention of the Bureau by the New Haven and Boston Offices when they requested copies of Laboratory reports in police cases. These arguments are briefly as follows:

- (1) They enable the SAC to follow closely the departments that are using the Laboratory and permit him to stimulate interest in other sections where the Laboratory facilities are not used.
- (2) If the report reflects that evidence was not handled correctly by the police department to insure the maximum benefit from a Laboratory examination an Agent contacts the department in connection with other duties with a view to assisting them in improving their handling of evidence.
- (3) The reports are used generally to foster favorable relations with police departments, and in some instances interesting identifications are used both as a source of local color in ~~special~~ material and also in newspaper articles.

The Conference on August 12 considered this matter. Messrs. Glavin, Rosen, Tracy, Hendon, Ladd and Clegg were in favor of making no change in the present rule which does not provide for furnishing copies to field offices. Mr. Harbo feels that in view of the fact that apparently 50% of the Agents in Charge make good use of the copies of the reports it would be advantageous to revert to the former rule and furnish copies to field offices.

Respectfully,  
For the Conference

Clyde Tolson

D. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clegg

Hendon

1946

THE DIRECTOR

August 15, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin considered a suggestion made during the recent Chief Clerks' Conference that an effort be made to secure better file folders.

It was pointed out to the Conference that the Chief Clerks' during the conference in Washington, stated that the file folder being used by the Bureau, particularly the tab on which the file number is placed, is of a very flimsy material which becomes easily worn and torn and must be replaced. The suggestion was made that endeavor be made to obtain better material for this purpose.

The Conference advised that at the present time under severe production regulations a minimum of wood pulp is permitted for the manufacturer of papers which is utilized to manufacturing the file folders in question. Too, the quality of the paper used is very poor. As a matter of fact, the outstanding manufacturers such as Remington Rand and Shaw-Walker have refused to make such folders due to the regulations pertaining to the wood content which can be utilized in the manufacture and production of such paper. The Bureau therefore cannot at the present time secure better stock insofar as its file folders are concerned.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
DIRECTOR

cc: Mr. Hendon  
Mr. Clegg

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

8/6/46

*ks* JOINT COMMITTEE

SUGGESTION #279

EMPLOYEE: LEWIS A. TAYLOR, ASSISTANT CHIEF CLERK  
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon J. Scholdt

EMPLOYEE SUGGESTS: That an additional subheading be added to the ~~the~~ monthly administrative report which would show the "total cases pending" at the end of the period.

ADVANTAGES:

1. At present the only way to get this total is to add the combined totals of assigned active and inactive cases and unassigned active and inactive cases for each classification.

DISADVANTAGES:

1. Crowded space on the form.

RECOMMENDATION: Unanimously favorable.

HHC:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously favored this suggestion.

HHC:ER

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED  
66-2554-5329

EX - 42

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Bond  
52 SEP 1946

THE DIRECTOR

8/16/46

EXECUTIVES CONFERENCE

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered the suggestion of the Newark Office that the field be informed of the existence of a pencil knife advertised in the attached advertisement by Cimbois which shows that the gadget has a pencil at one end and a knife at the other.

The suggestion was that the field be informed that such a device is in existence and might prove dangerous to an arresting officer. The Conference opposed sending a bulletin to the field about this device since it was merely another form of pocket knife but did suggest that two samples of this knife be obtained by the Chief Clerk's Office and that it be used in connection with the practical case work at Quantico so that when making a practice arrest the Agents would observe such a device and they could be taught concerning its existence and trained to take such device away from arrested persons at the time of making arrests.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

ENC:ER

cc: Mr. Clegg  
Mr. Hendon

RECORDED  
&  
INDEXED

309 66-2554-

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 SEP 3 1946



THE DIRECTOR

August 30, 1946

THE EXECUTIVE CONFERENCE

ALL AUTOMOBILE RADIO RECEIVERS -- NEW YORK FIELD DIVISION

The New York Office has advised that they have ~~40~~ <sup>10</sup> ~~automobile~~ radio receivers in automobiles used in the city of New York which are presently not in operating condition. They pointed out that during the past fiscal year the repair bills for maintaining these radios in operating condition has been in excess of \$3,300. In addition to the 40 receivers referred to above, New York has 30 radio receivers in good condition in automobiles assigned in New York City and an additional 25 in automobiles used outside of the city. This equipment is in addition to the 20 2-way FM automobile radios which they have in New York City.

Former SAC Conroy made the following recommendations, in which SAC Scholdt has joined:

- 1 - That no AM radio receivers be placed in any new automobiles furnished to the New York Office in the future.
- 2 - That the 40 presently defective radios be removed from the automobiles in which they are installed.

The Conference on August 30, composed of Messrs. Tracy, Clegg, Rosen, Ladd, Hendon, Glavin, Nichols, and Harbo, were unanimously in accord with the recommendations of the New York Office, inasmuch as New York has advised that they very seldom have occasion to employ the facilities of the New York Police Department radio station. The only possible use of the AM radio receivers in New York City would be to receive messages through the New York Police Department radio transmitter; they cannot be used in connection with the new FM Bureau radio equipment. The New York Office has also advised that experience has shown there are always enough Agents in the office and thus immediately available to handle any emergency situations that may come up. Furthermore, the installation of the 250-watt FM transmitter in the New York Office which is presently under way will enable the office to maintain constant contact with the 20 automobiles equipped with 2-way FM radio equipment.

If the Director approves, the attached letter may go forward to the New York Office.

Attachment

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

52 SEP 9 1946



THE DIRECTOR

7/29/46

EXECUTIVES CONFERENCE

SUBPOENA DUCES TECUM -  
PRIVILEGE CLAIMED -  
DEPARTMENTAL ORDER NO. 3229

The Executives Conference, Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Harbo, Rosen, Hendon, Ladd and Clegg being present, considered the attached bulletin on the matter of subpoenas duces tecum. The bulletin is predicated upon Departmental instructions with one exception, as follows:

The fourth paragraph in the attached bulletin indicates that when the defense subpoenas a Bureau representative to produce certain files or records in a criminal case prosecuted by the Federal government, the files or records should be taken to the office of the United States Attorney before the Bureau representative goes to court in answer to the subpoena. The United States Attorney should then call the court's attention to the executive order of privilege and to the fact that the records of the Department are confidential. The Department advises that if the court will not recognize the privilege, "the United States Attorney and the Bureau representative should then be guided by the court's decision."

The conference unanimously believed that regardless of the Department's instructions and decision this should not be followed blindly as to do so in instances would be breaking faith with confidential informants and sources of information and that in rare instances when the matter was significant and important to the Bureau as a matter of policy not to disclose confidential informants and records, it would be better for the Agent to accept the sentence of the court while the Department can perfect an appeal rather than to disclose the confidential information. Therefore, the final sentence of this paragraph, it is believed, should read as follows:

"If the court will not recognize the privilege, the Special Agent should respectfully request a recess or deferral of final action until the Department's instructions can be obtained. The Special Agent shall then communicate with the Bureau, through his Special Agent in Charge, by telephone, advising fully of the situation and obtaining the Bureau's instructions as soon as the Attorney General can be consulted. Of course, in every instance where possible the Bureau should be advised in advance of the actual trial so that this matter can be completely analyzed and a decision made as to the action to be followed by the Agent before the question of privilege is finally decided."

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

hmc:hd

CC - Mr. Hendon, Mr. Clegg

SEP 9 1946

RECORDED

INDEXED

5331

EXECUTIVES CONFERENCE CONSIDERATION:

In the interim between the Joint Committee recommendation and consideration by the Conference, Special Agent in Charge Trost has, of course, resigned. A letter to him as recommended will not, in consequence, be necessary. The Conference unanimously approved the attached letter to all SACs clarifying present procedures and policy with respect to the White Slave Traffic Act surveys. Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan were in attendance at the conference of August 29, 1946.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon  
Mr. Clegg

RFM:TR

THE DIRECTOR

8/9/46

THE JOINT COMMITTEE

SUGGESTION #1936

EMPLOYEE: J. P. TROST  
SAC, ATLANTA FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo S. K. McKee

EMPLOYEE SUGGESTS: That the Bureau requirement for ~~White Slave Traffic Act~~ surveys be discontinued.

Information was obtained from Mr. Shine, of the General Investigative Division that these surveys were initially begun in preparation for the possible application of the Hay Act throughout the country near military establishments in order to permit the Bureau to be informed as to conditions prevailing in areas where the Hay Act was to be invoked and to develop White Slave Traffic Act cases in the areas as well as to provide domestic intelligence information to Army and Navy medical divisions as to the venereal disease rate in various areas where the surveys were made.

Mr. Shine further advises that some field offices are requesting Bureau authority to discontinue the continuous surveys of this type when large military establishments are deactivated or when other conditions seem to justify. On the other hand, some field offices, regardless of the deactivation of military establishments, have not taken the initiative to make such recommendations.

JOINT COMMITTEE RECOMMENDATION: Committee recommends that Mr. Trost be advised and SAC letter go to all offices advising that whenever a large military establishment is deactivated in a field division and when other conditions prevail which in the opinion of the SAC would no longer make necessary or desirable a continuation of these surveys, then such SAC can recommend to the Bureau that such surveys be discontinued and the Bureau will act upon these recommendations consistent with the needs known to the Bureau at that time. This would have the effect of eliminating surveys which are no longer profitable and yet permit the Bureau to pass upon the desirability when facts or circumstances are known at the Bureau which might justify the continuation of such surveys.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED & INDEXED

EX-19

66-2554-5332

ERW

THE JOINT COMMITTEE

1/2/46

THE JOINT COMMITTEE

100-111111-1230

RECEIVED: MAY 10 1946

U. S. DEPARTMENT OF JUSTICE

**RECOMMENDATION:** That a perpetual inventory of supplies, such as stationery, be maintained in field offices as a guide to ordering supplies.

**ADVANTAGES:**

1. Prevents waste of stenographers' time.
2. Prevents shortages from occurring.
3. Saves telegraphic expense to obtain emergency supplies.
4. Avoids local purchases.

**DISADVANTAGES:**

1. Takes too much time to operate.
2. Arrange supplies well enough so you won't have to order except quarterly.
3. It is not a reliable guide unless definite counts are made.

**RECOMMENDATION - CHIEF CLERK'S COMMITTEE:** In favor - 2  
Opposed - 22

**CONSIDERATION BY THE JOINT COMMITTEE:**

**Members Present:** H. H. Clegg E. D. Conroy  
R. C. Hendon E. Scheidt

**Recommendation:** The maintenance of a perpetual inventory was inaugurated in a well organized manner in the New York Office, but it was found unprofitable and was discontinued. The Joint Committee unanimously recommended in opposition to the suggestion of a perpetual inventory of supplies.

**INDEXED**

**EXECUTIVES CONFERENCE CONSIDERATION:**

EX-29 & INDEXED  
66-4574-5333  
The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered this matter. Messrs. Rosen, Ladd, and Glavin were in favor of requiring such a perpetual inventory of supplies. It was felt by them that this would contribute to eliminating excessive purchases and requisitions for supplies, some of which grow old and unserviceable because of age and obsolescence. Messrs. Ladd, Harbo, Tracy, and Clegg cited the fact that the New York Office was authorized to maintain such a perpetual inventory. It was established. They found it unprofitable and a waste of time and when the supplies are well organized it is easy to see the quantities of each type of supplies on hand making requisitions. The amount of time required for maintaining such a perpetual inventory would not be productive of such profit to justify it.

Respectfully,  
For the Conference

cc: Mr. Clegg  
Mr. Hendon

Clyde Tolson

E. A. Tamm

THE DIRECTOR

August 13, 1946

THE EXECUTIVE CONFERENCE

SUPERVISORS' TRAINING COURSE

On August 7, 1946, the Executive Conference, Messrs. Glavin, Harbo, McGuire, Ladd, Tracy and Clegg being present, considered the recommendation that the present course of training given monthly to Bureau supervisors over a period of 2 full days and 5 hours of the third day, be reduced by 5 hours so that the course may be completed in 2 full days. The reductions would be made in the following subjects:

Assembling, Roll Call, Seating Arrangements, Explanation of Purpose of Program

Review of Supervisors' Manual

Dictation Training

Relating Inspections to Supervisory Work

Cooperative Services of the Training and Inspection Division

Bureau Correspondence

Public Relations and Press Releases

A discussion with those handling the above matters lead to a conclusion that the courses could be profitably reduced without losing any of their effectiveness and, with this in view, the Executive Conference unanimously recommended the adoption of the suggestion.

Respectfully,  
For the Conference

RECORDED  
&  
INDEXED

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon

Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

52 SEP 9 1946

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #284

EMPLOYEE: SPECIAL AGENT EDWARD F. GOGAN, JR.  
PHILADELPHIA FIELD DIVISION

EMPLOYEE SUGGESTS: That in connection with the establishment of the album of key figure jewel thieves and confidence men the Bureau contact the Pinkerton National Detective Agency to obtain background information and photographs of such criminals.

ADVANTAGES:

1. The Pinkerton Agency has for years under contract handled and worked for the Jewelers Security Alliance which protects the leading jewelry companies throughout the United States and, also for protection against jewel thieves, has been employed by many leading municipalities and hotels in resort areas. As a result, they have maintained at their New York home office a rogues' gallery of nationally known criminals of this character. They should accordingly have in their files valuable information of the type desired for the albums.
2. Such contact would serve as a simple and inexpensive method to achieve a rather complete coverage.

DISADVANTAGES:

1. It would be inadvisable from a policy standpoint for the Bureau to seek such overall assistance from a principal detective agency.
2. To seek such information from a private detective agency would indebt the Bureau to it in such a manner that they would seek reciprocity through requests upon the Bureau for information which due to its confidential nature and the Bureau's policy could not be given.
3. The same information is available from the files of the Bureau at the Seat of Government, in the field, and from cooperating law enforcement agencies.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

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RECORDED  
INDEXED

66-2554-5335

EX-31  
SEP 6 1946

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously opposed by the Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg.

Respectfully,  
For the Conference

Mr. Clegg  
Mr. Hendon

Glavin - Tolson

It was recommended that 1 Agent for a period of not in excess of 1 week be authorized to make similar examinations of records at the State Capital at Harrisburg, Pennsylvania, both state and municipal records being examined for the same purpose. Based upon the results of these surveys a determination could then be made as to whether it would be worth while pursuing similar surveys in other field divisions in order to freshen up the source of information records and the Bureau Manuals in this regard.

**EXECUTIVES CONFERENCE CONSIDERATION:** The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, unanimously agreed that the Washington Field Office should conduct a survey involving Agent's time not in excess of a total of 30 working days, to conduct such survey of available and usable records in Washington and the equivalent of one week's time by one Agent of the Philadelphia Office at Harrisburg, Pennsylvania to make a test survey of both state and municipal records for the same purpose.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HHC:PJ

**EMPLOYEE SUGGESTS:**

B. That for a period of time the Bureau request each field office to make an inventory of all identifying data found in the possession of fugitives at the time of their location and apprehension with a view to determining additional sources of information most frequently available to aid in the location of such fugitives. It was believed these fugitives either under their own name or under a false name would have in their possession draft registration cards, membership cards in various organizations, unions and clubs, driver's permits and so forth which, if it be found that this material is discovered with sufficient frequency, would point to probabilities normally being overlooked during investigations as to the identification and location of fugitives.

**RECOMMENDATION:**

The Committee felt that for a period of two weeks only the Indianapolis Office be instructed to record such information as to identifying data found in the possession of fugitives located and apprehended so that from this tabulation it could

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

be determined if it would be worth while doing the same thing in other divisions, thus again developing a pattern of leads which would be of use in the location of fugitives.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

HHC:PJ

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



THE DIRECTOR

8/14/46

JOINT COMMITTEE

SUGGESTION #385

EMPLOYEE: SAC PERCY WYLY  
DALLAS FIELD DIVISION

*Executive Conference*

MEMBERS PRESENT:

H. H. Clegg  
R. T. Harbo

S. K. McKee  
L. V. Boardman

EMPLOYEE SUGGESTS:

A. That the Bureau and field offices conduct a survey of available records at the Seat of Government and in the field which might be made use of regularly with a view to locating fugitives and other persons to freshen up and supplement the source of information files of field offices. It was pointed out by Mr. Wyly that at this time the sources of information, although rather extensive in each field office, do not include the availability of possible information in the Department of Agriculture, the Alcohol Tax Bureau, municipal, county, and state tax records, all of which might contribute more easily and more economically to the location of individuals. Since Agents' time is spent trying to locate fugitives and since voluminous records were obtained over the past several years by governmental and state agencies he felt in his oral explanation that at least a trial check might be made to see what information was available, what information might expedite and save time and money in locating such individuals. Thousands of people have gotten payments from various divisions of the Agriculture Department. Relief payments have been paid in large numbers by check. In each instance, or at least in many instances, applications, together with the list of dependancies and addresses, had to be made and these records, he believed, might be available at the Seat of Government to aid the Bureau's investigative work. Similarly, in state and municipality records, beyond those which are normally listed in the Bureau's manuals and in the Bureau's source of information files, are considered likely to be available.

RECOMMENDATION:

That 1 Agent of the Washington Field Office be detailed under the supervision of that office to make inquiries at various Governmental agencies in Washington as to any available records which would assist the Bureau in its investigative work with sample forms which might be available and which could be furnished the field to show the type of information which is on record. It was believed that the Agent of the Washington Field Office should be granted no more than 30 days in which to collect information of this type for experimental purposes.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED

EX - 19

307

166-2554-5336

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

~~INFRA-RED EQUIPMENT~~

On August 29, the Conference considered the report on the experimental use of "Snooperscope" and other infra-red equipment which was obtained last spring from the Navy without cost to the Bureau. One Agent from each of the Baltimore, Chicago, New York, Philadelphia, and Washington offices was given training in the use of the equipment and thereafter the available equipment was distributed among those five offices with instructions that additional Agents be trained in the use of the equipment and that appropriate practical experiments be conducted by these offices.

To date this equipment has not been used on an actual case. However, the reports of experiments in these five offices indicate that the equipment could have practical application in selected investigative situations. However, none of the offices felt that any steps should be taken to obtain additional equipment at this time.

The Conference, composed of Messrs. Tracy, Nichols, Morgan, Hendon, Rosen, Ladd, and Harbo, were unanimously in favor of the following proposals:

1. That no additional units be obtained at this time.
2. That all Agents be advised of the availability of the equipment on an experimental basis for special investigative situations.
3. That written instructions be forwarded for inclusion with each piece of equipment.
4. That the equipment presently at Philadelphia and Baltimore be transferred to Los Angeles and St. Louis in order to more widely distribute the equipment and thus make it more readily available for use in all parts of the country.

If the Director approves, the equipment will be transferred from Philadelphia and Baltimore to Los Angeles and St. Louis and an Agent from each of the latter two offices will be given appropriate instruction in connection with their attendance at in-service training.

The Army and Navy are continuing their experiments with infra-red equipment of this type and it is expected that improved equipment will be available in the not distant future. The Laboratory will, of course, maintain close contact with the Army and Navy in order to keep fully advised of developments in this field.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Clegg  
Hendon

RTH:AF

52 SEP 9 1946

Messrs. Schiedt and Conroy believe that full length photographs should be taken only in instances where the subject is considered of sufficient importance to justify such photographs.

Mr. Clegg is opposed to the suggestion feeling that it would lead to the unnecessary use of time and expense in obtaining numerous photographs which will never have any purpose and that the present procedure be continued.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, felt unanimously that the present practice be continued. The present practice is that in cases of major importance where it was deemed necessary the full length photograph should be required, but it should not be made mandatory in all instances.

NHC:ER

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #273

EMPLOYEE: E. H. PRINKE  
ST. PAUL FIELD DIVISION

*Executive Conference*

EMPLOYEE SUGGESTS: That whenever a subject in a Bureau case is arrested and an opportunity with equipment is available at the place of arrest or detention for photographs to be taken such subjects should be photographed not only with profile and full front-face views but also ~~full-figure~~ photo-graph should be taken.

ADVANTAGES:

1. This would provide additional identifying data in the event the subject subsequently became a fugitive.
2. It would provide an opportunity to study the subject's build, posture, and relative height.
3. Unless the Bureau takes this step the subject may be released from all custody through technical or other means without a photograph being available for any possible future use.

DISADVANTAGES:

1. It will place an automatic routine investigative procedure in practically every instance where a subject is apprehended and comparatively few of such subjects subsequently become fugitives, and the photographs will become worthless.
2. It is expensive and time consuming.
3. In the majority of instances involving habitual criminals regular facilities exist and are already being utilized for their photographs to be taken by Police Departments and other law enforcement agencies.
4. In many instances ready facilities will exist for the taking of photographs of persons arrested by Bureau Agents inasmuch as such persons may be arrested at any point in the territory at any time.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT:

H. H. Clegg  
E. C. Hendon

E. T. Conroy  
H. Scheidt

RECOMMENDATION:

That whenever facilities are available and an opportunity is afforded, the Agent should be advised that it is a good investigative step for photographs of subjects to be taken including a full-face and profile view of the subject's head and full-figure photographs of the subject.

Mr. Hendon favors this suggested procedure.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

52 SEP 24 1946

7/9/46

THE NEW YORK

JOINT COMMITTEE

MEMORANDUM 2307

RECOMMENDATION: UNANIMOUSLY FAVORABLE  
FOR THE FIELD DIVISION

RECOMMENDATION:

That a Bureau Bulletin be sent to the field employees again, pointing out the special purpose for the words "Personal and Confidential" and "Personal Attention" in order to correct widespread abuse pointed out by the Chief Clerks' Conference.

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

Members present:

H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Schmidt

Recommendation:

Unanimously favorable. There is attached hereto such a proposed bulletin for consideration.

ENCLOSURE

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered this matter. Messrs. Rosen, Tracy, and Glavin were opposed to the issuance of the attached bulletin on the basis of the fact that its contents had already been issued in the past, and there was a thorough understanding about the matter. The other members felt that since this matter developed at the Chief Clerks' Conference, it was an indication that it was not unanimously understood and the clarifying bulletin attached should be transmitted.

Respectfully,  
For the Conference

*I agree*  
9/4

Clyde Tolson 66-2554-5339

RECORDED  
&  
INDEXED

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- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

EX-42

THE DIRECTOR

August 30, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, London, Harbo, Nichols, Rosen and Glavin considered a request made by SAC Clegg of the Firearms Range at Quantico, Virginia, to purchase 100 raincoats from the United States Marine Corps at a cost of \$8.78 each. Clegg pointed out that the raincoats are used only on the range by Agent, in bad weather. The raincoats presently on hand, purchased four years ago, have outlived their usefulness.

The Conference recommends approval of Mr. Clegg's request.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon  
Mr. Clegg

RECORDED  
&  
INDEXED  
353  
EX - 31

166-2554-5340

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

SEP 10 1946

7. Certain items now called for on the present monthly administrative report are not provided on the proposed form, as, for example, the listing by classification the delinquent cases.

Recommendation: Unanimously unfavorable.

EXECUTIVE CONFERENCE CONSTITUTION: The Executive Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

HTC:FB

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

kw

lin

Executive Conference

JUAN 13 LIN 62

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F B I  
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ORIGINAL COPY FILED IN

80-60-39



## Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARRIS

DATE: AUGUST 28, 1946

FROM : I. W. CONRAD

SUBJECT: MAGNETIC RETRIEVER

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Mohr  
Mr. Carson  
Mr. Hendon  
Mr. Mumford  
Mr. Jones  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Gandy

Reference is made to my memoranda to you dated March 5, 1946, and July 8, 1946, concerning the above matter recommending the purchase of one Federal Laboratories magnet and one General Electric magnet at an approximate cost of \$150.00 each.

The Laboratory has now examined a twelve-pound magnet submitted by the Federal Laboratories and has examined a twenty-pound magnet submitted by General Electric. The lifting properties of the Federal Laboratories magnet are set forth in the first referenced memorandum, and the lifting properties of the General Electric magnet are being set forth herein. It is noted that in practically every instance, the General Electric magnet, although weighing twenty pounds, has less lifting force than the twelve-pound Federal Laboratories magnet. However, the lesser lifting power can probably be explained by the difference in design and construction for the particular application of each magnet. The Federal Laboratories magnet has all of the magnetic pulling power concentrated into one lifting surface, and is applicable primarily for straight up-and-down lifting but would not be of much value for dragging purposes such as along the bottom of a stream or lake. The General Electric magnet has five different lifting surfaces and would lend itself very readily to dragging, under which conditions, the actual pulling strength would be greater than that of the twelve-pound Federal Laboratories magnet.

The technical data obtained from the General Electric magnet is as follows:

The lifting magnet has an over-all dimension of 7" X 5 $\frac{1}{4}$ " X 4 $\frac{1}{2}$ " and weighs twenty pounds. It was found that the magnetic lifting power of the device would lift a .45 Automatic, weighing two pounds, a distance of 1 1/8" as compared to a distance of 1 3/8" by the Federal Laboratories magnet; a seven-pound Winchester a distance of 3/8" as compared to a distance of 5/8" for the Federal Laboratories magnet; a three-pound monkey wrench a distance of 5/8" as compared to a distance of 3/8" by the Federal Laboratories magnet; a one and one-half pound-claw hammer a distance of 5/8" as compared to a distance of 3/4" by the Federal Laboratories magnet; a three-pound machinist's hammer a distance of 1/8" as compared to a distance of 1/4" by the Federal Laboratories magnet; and a one and one-half pound-scout axe a distance of 5/8" as compared to a distance of 7/8" by the Federal Laboratories magnet.

The General Electric magnetic retriever, Model 32D10363 was returned to the General Electric Corporation at 806 15th Street, N.W., Washington, D. C., by a personal messenger on the morning of August 29, 1946.

APPROVED by Executive Conference 9/5/46:  
Messrs. Ladd, Tracy, E. A. Tamm, Hendon,  
Morgan, Ladd, Long, Rosen, Nichols.

hbl:af

RFP:PJD

Memorandum for Mr. Harbo

Re: Magnetic Retriever

RECOMMENDATION:

It is recommended that arrangements be made to purchase one of the General Electric Model 32D103G3 magnetic weapon retrievers and a Federal Laboratories permanent searching magnet measuring eight inches by twelve inches and having a weight of twenty-five pounds. It is estimated that these magnets will cost approximately \$150.00 each. This matter was originally considered by the Executives' Conference on March 26, 1946, but action was deferred until after July 1, 1946.

*GE of value for general searching;  
Federal for heavier objects & more limited area.  
JWC*

*9-9-46  
lm*

*File W  
WRG  
lm*

THE DIRECTOR

8/6/46

JOINT COMMITTEE

SUGGESTION #231

EMPLOYEE: SPECIAL AGENT ROBERT E. LEE  
SEAT OF GOVERNMENT

Members Present:

H. H. Clegg  
E. C. Hendon

E. E. Conroy  
E. Schoidt

Employee Suggests:

That the new form of monthly administrative report be adopted. A sample is attached hereto which would include all the summarized information that is necessary and in addition would have not only the monthly totals of each item but also the total from the beginning of the year with respect to each of the items tabulated on the administrative report. The idea is that this single paged form would be submitted to the Bureau in triplicate and there would be a second typing in the field on heavier paper which would fit into a leather container-clip device which could be retained on the desk of the SAC and would permit him to have constantly available before him the comparative statistics on a month-by-month basis, as well as the progress in each category throughout the year.

ADVANTAGES:

1. It would present all the required tabulations on a single paged form.
2. It would show the progress for the year up to date on a monthly basis which could not be ascertained now without adding the total of monthly reports to date.
3. It organizes the information in a simpler, neater fashion.

DISADVANTAGES:

1. It requires 2 typings of the information where at present 1 typing is sufficient.
2. The form is unusual as to size and its maintenance would be difficult.
3. The typing is quite small in order to crowd on the requested information on this single form and thus it is hard to read.
4. The cost of \$725.00 for the forms and needed equipment seems to be unnecessary.
5. It would be very difficult to correctly align the carbon copies of the report and if these carbon copies were not minutely aligned these carbons would be unintelligible.
6. Due to the fact that the administrative report would have to be typed twice each month a greater percentage of error would creep in. This factor of error would also be increased because of the fact that the field office would not have in its possession an exact or a facsimile copy of the material furnished to the Bureau.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Hendon

52 SEP 13 1946

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

"POSSIBLE CLUB"

SUGGESTION OF SA W. E. GOUDGE, LOS ANGELES

On August 27, 1946 the Executive Conference, Messrs. Ladd, Rosen, Tracy, Harbo, Hendon, Nichols and Clegg being present, considered the suggestion of Special Agent W. E. Goudge of Los Angeles that membership in the "Possible Club" be awarded when Special Agents shoot a perfect score on the practical pistol course in the field. The "Possible Club", organized under the FRI Recreation Association, awards a medal to the Special Agents who shoot the regularly prescribed course under supervision and for the record at Quantico. The initial reasons for limiting the awards to those who fired a perfect score on this course at Quantico were because of the insurance of close supervision, of meeting all the requirements and of maintaining standard procedures, distances and courses. In the field at that time there were very few expert instructors and the courses were not always over the prescribed distance due to range limitations. Mr. Goudge felt that to adopt his suggestion would provide additional incentive in the training courses in the field; would contribute to making certain that there is a stringent observance in the field of all the rules relative to firing the course; would not lower the standard for membership inasmuch as expert and administrative firearms instructors and supervisors in the field are today very competent and many of the instructors, in fact, were formerly instructors at Quantico; that it would not prejudice the excellent marksman who might be attending In-service School during cold and inclement weather with scores that would be less than they might have been during better weather; and it would provide an equal opportunity for all Agents since Bureau supervisors and Agents at Washington and Richmond Field Offices shoot the regular monthly courses at Quantico and have greater opportunity to qualify under present regulations.

Messrs. Hendon, Nichols and Clegg favored the suggestion of Mr. Goudge for qualifying as a member of the "Possible Club" for the reasons above-outlined. Messrs. Rosen, Tracy, Harbo and Ladd favored continuing the present restriction that qualifying scores for the "Possible Club" be fired only at Quantico, in view of the certainty of uniformity and the certainty of the imposition of all the requirements and instructions in firing the course. They point out further that the mere fact that the supervisors and Agents in Richmond and Washington shoot more often at Quantico does not necessarily mean that there is a higher percentage of members of the "Possible Club" from these groups.

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Respectfully,  
For the Conference

EX - 31

Clyde Tolson

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
 Coffey \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Carson \_\_\_\_\_  
 Egan \_\_\_\_\_  
 Gurnea \_\_\_\_\_  
 Hendon \_\_\_\_\_  
 Pennington \_\_\_\_\_  
 Quinn Tamm \_\_\_\_\_  
 Nease \_\_\_\_\_  
iss Gandy \_\_\_\_\_

cc - Mr. Hendon

Mr. Clegg

HUC:clk

E. A. Tamm

THE DIRECTOR

August 20, 1946

THE EXECUTIVE CONFERENCE

POSTAGE STAMP FILE

On August 19, the Conference composed of Messrs. Ladd, McGuire, Hendon, Morgan, Tracy and Harbo considered the status of the postage stamp file which has been maintained under the supervision of the Laboratory. The file was started in December, 1941. It consists of four stamp albums, approximately 1,200 stamps and two boxes of index cards. Because of the lack of use of this file, it was discontinued as an active file in December, 1944, and placed in storage space. Since that date no occasion to refer to the file has arisen.

There were five stamp catalogs maintained in the Laboratory in December, 1944, and at that time they were transferred to the Bureau Library. At the same time arrangements were made whereby the Library annually acquired a copy of the latest edition of the stamp catalog in order that it might be available for reference use. Since that date there has been no occasion for Laboratory personnel to refer to those stamp catalogs. In the past they have cost \$2.50 annually; the edition to be issued in the near future will cost \$3.

The Conference was unanimously of the opinion that in view of the lack of use of the stamp file it be declared surplus and appropriately disposed of by turning it over to the Chief Clerk's Office as surplus property. The stamps may have some intrinsic value. Any stamps which would be of use to the Laboratory in connection with new simulation activities will, of course, be first withdrawn.

Further, since the stamp catalogs are seldom referred to, the Conference was of the opinion that the Bureau should discontinue acquiring the catalog annually for inclusion in the Library. Instead, when necessary, the Laboratory can get the necessary information concerning stamps through local stamp dealers.

Respectfully,  
For the Conference

Clyde Tolson  
RECORDED

&  
INDEXED

E. A. Tamm

-X-31

RTH:AF

cc-Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Eosen does not feel that a Bulletin is necessary. He states that from his observation it has not been a general practice for the offices to claim fugitives improperly and that he does not feel that general instructions are necessary but that the exceptions could be corrected through individual letters which are being sent from the Investigative Division as the errors are noted.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg

THE DIRECTOR

7/22/46

JOINT COMMITTEE

SUGGESTION #349

EMPLOYEE: ASAC WILLIAM C. RYAN  
CHARLOTTE FIELD DIVISION

EMPLOYEE SUGGESTS: That the rule as to when a subject is to be listed as a fugitive in an investigative report be clarified.

By Bureau Bulletin No. 14, series 1946 dated March 14, 1946, it was stated, "Whenever process is filed and a warrant is issued for a subject whose whereabouts is unknown, the subject is to be considered a fugitive for Bureau purposes. Escaped Federal Prisoners and Deserters, as heretofore, are also considered fugitives. There shall be no change in the manner in which fugitive cases are to be handled."

ASAC Ryan has pointed out that it appears to be a general practice for field offices to indicate subjects as fugitives in those cases where process is filed in one field office territory against subjects who are already known to be in custody of local officers in another field office territory. It is believed that this is in direct violation of the present rule covering the definition of a Bureau fugitive.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously that by Bureau Bulletin the definition of a fugitive be reiterated and that it be pointed out that a subject should not be designated as a fugitive, under any circumstances, when their whereabouts are known, even though they may be located in some other field division territory. Further, it is recommended that the Fugitive Supervisors at the Bureau send letters to the field in all instances where incorrect designation of fugitives is observed.

RCH:fvk

EXECUTIVES CONFERENCE CONSIDERATION:

Conference consisting of Messrs. Tamm, Ladd, Hendon, Rosen, Glavin, Coffey, Egan, Gurnea, Pennington, Quinn Tamm, Nease, Miss Gandy. Mr. Ladd was in favor of the dispatch of a Bureau Bulletin as recommended by the Joint Committee, with the exception of Mr. Rosen.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc: Mr. Clegg  
Mr. Hendon

RECORDED  
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INDEXED  
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66-2534-5344

0 EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, felt unanimously that it be considered suggestive, in keeping with the recommendation of the Joint Committee.

RHC:CR

Respectfully,  
For the Conference.

✓  
Clyde Tolson

  
E. A. Tamm

KH



THE DIRECTOR

1/2/46

THE FIELD CLERKS

MEMORANDUM (23)

SUBJECT: INDEXING MANUAL

FOR THE FIELD OFFICES

RECOMMENDATION: That when the proposed indexing manual is sent out it be considered as advisory rather than mandatory - suggestive rather than compulsory.

FACTORS:

1. The work in some offices does not lend itself to the manner of treatment required.
2. The subdivisions would vary due to the size and requirements of individual offices.
3. It would entail a major undertaking to make changes which will conform to the new regulations.

REMARKS:

1. Uniformity is desirable.
2. Unless it is mandatory, there is no use to issue the manual.

RECOMMENDATION - CHIEF CLERK'S OFFICE: In favor of making it mandatory - 1  
Opposed - 30

CONSIDERATION BY THE JOINT COMMITTEE:

RECORDED & INDEXED

Members Present:

H. H. Clegg  
R. C. Hendon

E. C. Conroy  
E. Scheldt

Recommendation:

The almost unanimous recommendation of the Chief Clerks that the manual be considered suggestive rather than compulsory indicates quite clearly that standards are objectionable since it would cause a large number of changes to be made in each field office. The Committee believed that if a new indexing system was just being inaugurated it would be preferable to make the indexing manual mandatory but since there are already millions of cards in the field offices on file, it was believed it should be suggestive and used as a guide whenever a new type of index card is to be filed and that the Inspector might use it as his guide so that whenever a change would be found profitable when comparing the change with the amount of work involved, he could make recommendations leading themselves toward the establishment of uniformity. Similarly the SAC could be authorized to make any changes which in his judgment would be desirable when they conformed to the suggestions in the indexing manual when, in his opinion, to do so would be profitable.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Hendon  
Mr. Clegg

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946, those present being Messrs. Tracy, Glavin, Harbo, Ladd, Hendon, Rosen, and Clegg, were unanimously in favor of this suggestion.

Respectfully,  
For the Conference

THC:ER

Clyde Tolson

*ET*  
D. A. Tamm

THE DIRECTOR

7/13/46

JOINT COMMITTEE

SUGGESTION #270

EMPLOYEE: J. T. LOGUE  
SEAT OF GOVERNMENT

EMPLOYEE SUGGESTS: That the present requirement that the initial report in bank robbery cases be submitted within seven days be changed to require its submission within twenty days from the date of the bank robbery.

ADVANTAGES:

1. It permits the Agents to proceed uninterrupted with the investigation of current "hot" leads without the automatic requirement that they should discontinue for a day or two to prepare reports.
2. The present requirement that the field keep the Bureau advised by teletype of all pertinent developments will permit the Bureau to receive the facts which will accrue from a more prompt detailed report.
3. During the crucial period immediately following a bank robbery, it will enable Agents to concentrate on the performance of a thorough investigation rather than in gathering information for the preparation of a report to be submitted within a very short period after the robbery.
4. There is little use for a report during the first two weeks due to the activity in the case being handled by teletype and telephone.

DISADVANTAGES:

1. It delays the receipt by the Bureau of details which might enable the Bureau to instruct that certain specific leads be followed out more promptly, and to permit the Bureau to make administrative and technical searches in its files and modus operandi and fingerprint records which might be helpful in the investigation at an early date.
2. It fails to provide an opportunity for more prompt supervision at the Seat of Government.
3. It might have a tendency to cause Agents to be more delinquent in conducting the initial bank robbery investigation since greater latitude is allowed in the time in which the initial report must be submitted.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

RECOMMENDATION: Unanimously favorable

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Clegg

Mr. Glendon

52 SEP 9 1946

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INDEXED  
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66-2557-5346

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of 8/23/46, consisting of Messrs. Ladd, Tracy, Nichols, Clegg, Hendon, Harbo, Rosen and Glavin were advised that in so far as the additional showers to be installed in the basement gymnasium are concerned, under present civilian production regulations it will not be possible to have the necessary additional showers installed in the basement since the best installation price secured was \$4,800, and no project over \$3,000 will be approved by the Civilian Production Administrator at this time unless such construction pertains to veterans' facilities, overseas military installations, timber lands or the atom bomb project.

Nothing further will be done, therefore, on this particular matter at this time.

Respectfully submitted,  
FOR THE CONFERENCE

cc - Mr. Hendon  
Mr. Clegg

Clyde A. Tolson

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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55 SEP 9 1946

ORIGINAL COPY FILED IN 66-49123-1115

THE DIRECTOR

August 29, 1946

THE EXECUTIVE CONFERENCE

SUPERVISORS' MANUAL

There is attached hereto a proposed memorandum for all Bureau officials and supervisors, calling for suggestions for revising, bringing up to date, and making more serviceable the Supervisors' Manual. The memorandum calls for suggestions to be individually submitted by the supervisors at Washington. It also calls for the preparation within each Division of a special section of the manual dealing with the organization, procedures, services and instructions of a general character to the supervisors of each Division.

The purpose of the memorandum is to enlist all the suggestions of all the supervisory employees who might have occasions to make use of the Supervisors' Manual as a guide and to solicit the suggestions individually in order to provide for full freedom of expression on the part of each supervisor as to his needs and as to any proposed changes, additions or modifications.

On August 27, 1946 the Executive Conference, Messrs. Ladd, Rosen, Tracy, Harbo, Hendon, Nichols and Clegg, being present, considered this matter. Messrs. Rosen, Tracy, Harbo, Hendon, Ladd and Nichols were of the opinion that this memorandum should not be sent to the supervisory staff as indicated, but that the manual itself should be made the subject of study and discussion in detail by the Executive Conference in order to make additions and deletions or modifications. It was indicated that the members of the Executive Conference would previously hold discussions with their supervisory staff in order to develop the individual opinions.

Mr. Clegg felt that the bulletin should be printed and distributed and individual suggestions solicited in order to provide for full freedom on the part of supervisors in presenting ideas, after which the suggestions would be given consideration by the Executive Conference, together with a proposed revised draft of the manual prepared after the suggestions have been considered.

Respectfully,  
For the Conference

RECORDED  
EX-27

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon

Mr. Clegg

SEP 11 1946

THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 28, 1946, consisting of Messrs. Clegg, Ladd, Rosen, Tracy, McGuire, Hendon, Harbo and Glavin considered a suggestion submitted by James Terry Goss during the recent inspection of the Administrative Division to the effect that the Bureau have the words "Attention Identification Officer" printed on the envelopes at the time the Bureau's name and frank are printed on the envelopes. Goss points out that approximately 115,000 such envelopes must necessarily be printed monthly by the Mechanical Section.

The Conference unanimously approved the suggestion made by Goss and when additional orders are placed for envelopes, the additional printing will be requested so that it need not be printed on the envelopes after they are delivered to the Bureau.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde A. Tolson

cc - Mr. Hendon  
Mr. Clegg

E. A. Tamm

66-2554-5349

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RECORDED

EX-19

WRG:em

Tolson	
E. A. Tamm	
Clegg	
Glavin	
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Gurnea	
Harbo	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Gandy	

SEP 11 1946

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THE DIRECTOR

August 23, 1946

THE EXECUTIVES CONFERENCE

REQUEST FOR INSTRUCTION IN THE USE AND  
DEVELOPMENT OF LATENT FINGERPRINTS

The Executives Conference on August 21, 1946, those present being Messrs. Ladd, Tracy, Nichols, Glavin, Rosen, Hendon, Harbo and Clegg, considered the request of Captain C. E. Cortner of the U. S. Naval Gun Factory, Potomac River Naval Command for instructions in the use and development of latent fingerprints, how to take fingerprints and in photographing latent fingerprints.

Mr. Rosen felt that since the cases cited were usually petty theft cases at the Naval Gun Factory that such cases should be reported to and investigated by the Bureau and that no instructions should be provided to the 5 or 6 members of Captain Cortner's staff except that they are to report the cases to the Bureau and to protect the scene so that the Bureau's employees could process the place for fingerprints.

All other members of the Conference felt that it would be inadvisable and unnecessary to provide training in developing, processing and photographing latent fingerprints but did agree that it would be profitable to provide instructions to them as to "how to take fingerprints" during which time they would be informed that violations under the Bureau's jurisdiction should be reported to the FBI field office.

A communication should be addressed to Captain Cortner consistent with the Director's decision.

Respectfully,  
For the Conference

Glyde Tolson

E. A. Tamm

RECORDED

EX-27

166-2554-5350

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

ENC. P

SOUTHERN JUDICIAL DISTRICT

Greenville -- 36 cases -- 2 Resident Agents

Meridian -- 40 cases -- 1 Resident Agent

Natchez -- 29 cases -- 1 Resident Agent

Laurel -- 27 cases -- 1 Resident Agent

Pascagoula -- 27 cases -- 1 Resident Agent

Hattiesburg -- 41 Cases -- 2 Resident Agents

Gulfport -- 87 cases -- 3 Resident Agents

For the Director's information, the Resident Agents at Gulfport and Pascagoula, which would be handled out of the New Orleans Office, are closer to New Orleans than they are to Jackson. The Clarksdale and Tupelo Resident Agents in the Northern Judicial District are just as close to Memphis as they are to Jackson.

The present pending work in the Memphis and New Orleans Division.

The Memphis Division at the present time has 555 pending cases and, if we are to include the Northern Judicial District of Mississippi, we would add 142 cases, making a total work load at Mississippi of 697 cases.

The New Orleans Division presently has 1,031 cases pending and, if we are to add work of the Southern Judicial District of Mississippi to the New Orleans Division, we would add 424 cases, making total case load of New Orleans 1,455 cases.

TRANSPORTATION.

All the territory in Mississippi could be just as well reached from Memphis and New Orleans as it is from Jackson. There are good first-class roads from Memphis and New Orleans to the various sections of the state where we have Resident Agents at the present time and from New Orleans to Jackson.

RENTAL AGREEMENT.

It will be recalled at the time we endeavored to renew our lease for space at Jackson, Mississippi, that we had a difficult

Olson  
A. Tamm  
Ladd  
Clegg  
Glavin  
Nichols  
Rosen  
Tracy  
Harbo  
Mohr  
Winterrowd  
Tele. Rm.  
Holloman  
Gandy



time in securing a renewal of the lease. The real estate men in the city of Jackson, due to certain activities of OPA and FBA, were entirely out of sympathy with the Federal Government and with the exception of the Bureau, refused to renew any lease for Federal Government service. They renewed our lease only after the Bureau had insisted that they do so. They did not give us any cancellation clause in the lease. Our annual rental is \$11,032.50, and if the lessor at Jackson, Mississippi, was so inclined, he could hold us to the lease until the end of the year. Mr. Glavin pointed out to the Conference, however, that since the Commercial Real Estate Men in Jackson were anxious to get out of Government contracts, that they might be most happy to cancel our lease on 30 days notice at the present time, should we desire to close the Jackson Office.

The Conference unanimously recommends, therefore, that an effort be made to close the Jackson Office, and that the SAC at Jackson discuss with the lessor the possibility of our cancelling our lease and if we are successful in doing so, that immediate steps be made to close the Jackson Office within a period of 30 days and transfer the Jackson Territory to New Orleans and Memphis Divisions.

Respectfully submitted,  
FOR THE CONFERENCE

4  
Clyde Tolson

E. A. Tamm

Attachment

CC: Mr. Hendon  
Mr. Clegg

WRG/dmb

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Huntington \_\_\_\_\_  
Kinn Tamm \_\_\_\_\_  
Rice \_\_\_\_\_  
Sandy \_\_\_\_\_

THE EXECUTIVE CONFERENCE

Q. 2)

READING CASES:

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THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of August 28, 1946, consisting of Messrs. Clegg, Ladd, Rosen, Tracy, McGuire, Hendon, Harbo and Glavin considered a suggestion made by former employee John J. Curtin during the recent inspection of the Administrative Division regarding the substitution of coveralls for smocks presently being used by male employees in the Mechanical Section.

The Conference was advised by Mr. Glavin that a new order of smocks has just been received and that in the event future purchases are made, consideration will be given to coveralls at that time and the matter will again be brought before the Executive Conference for decision.

Respectfully submitted,  
FOR THE CONFERENCE

Glyde A. Tolson

E. A. Tamm

RECORDED

66-2554-5352

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SEP 11

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

11 1946

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on August 12, 1946,  
those present being Messrs. Glavin, Tracy,  
Harbo, Ladd, Hendon, Rosen, and Clegg, unanimously opposed this suggestion.

Respectfully,  
For the Conference

Clyde Tolson

ENC:LR

E. A. Tamm

THE DIRECTOR

7/9/46

JOINT COMMITTEE

SUGGESTION #294

EMPLOYED: HELEN FUNKEL  
CHICAGO FIELD DIVISION

EMPLOYEE SUGGESTS: That all major projects first be experimented with in a few sample offices of a typical nature before they are sent to the field.

ADVANTAGES:

Obvious

DISADVANTAGES:

None

RECOMMENDATION - CHIEF CLERKS' CONFERENCE: Unanimously favorable.

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg D. E. Conroy  
E. C. Hendon E. Scholdt

Recommendation: The Joint Committee pointed out that at the present time all major projects when being considered are first considered by the Joint Committee of field and Seat of Government representatives and by the Executives Conference and very frequently whenever any major undertaking is being considered the conclusion is that a representative number of Special Agents in Charge or Inspectors are requested to submit their opinions concerning the proposal and these opinions are given consideration. It is believed that in each instance the SAC will confer with the employees in his office who are accustomed to handling this type of work in order to get their opinions when making his recommendation. Therefore, a diversified voice from the field is obtained before final action is taken by the Bureau. This was believed to be more desirable than to establish a requirement for experimentation which would have the results of having the office where the experiment was made to have a variation from the uniform standard. This would also involve considerable delay during the experiment.

REC:ER

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clegg  
Hendon

RECORDED 66-2554-5353

EX-6

53 SEP 11 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

September 4, 1946

~~CONTINENTAL~~ RADIOTELEGRAPH NETWORK

In connection with the program for the installation of 23 radiotelegraph stations in field offices for emergency communication purposes, these stations have now been installed in New York and Boston on the East Coast and in Los Angeles and San Francisco on the West Coast. We have a radio engineer who is presently completing the installation of the FM transmitter for voice communication with Bureau automobiles in the Los Angeles office. He will complete this the end of this week and is under instructions to proceed to Seattle to install the radiotelegraph station there. This will complete the installations on the West Coast, with the exception of Portland.

It was the suggestion of Mr. Harbo that the installation at Portland be deferred until other installations in larger and more important field divisions have been installed, with a view to getting a skeleton coverage of all parts of the United States by expediting installations in such offices as Miami, New Orleans and Chicago. Mr. Nichols and Mr. Clegg concurred in Mr. Harbo's recommendation.

Messrs. Glavin, Ladd, Tracy and McCabe were of the view that the radio engineer should proceed with the installation at Portland upon completion of the Seattle installation, in order to avoid the necessity for a separate trip to the West Coast for the purpose of installing the Portland station.

Mr. Harbo pointed out that with the personnel presently available and in view of other demands upon the time of radio engineers it will be several months and possibly a year before all 20 radio stations have been installed. He feels that changing conditions in both the domestic and international field may result in some readjustments in the plan for radio installations and that therefore emphasis should be placed on the prior installation of the stations in the larger and more important offices.

Respectfully,  
For the Conference

RECORDED  
INDEXED

E. A. Tamm

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Glavin  
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SEP 11 1946

THE DIRECTOR

September 5, 1946

THE EXECUTIVE CONFERENCE

Re

The Executive Conference of September 3, 1946, consisting of Messrs. Tamm, Ladd, Clegg, Hendon, Harbo, Tracy, McCabe, Nichols and Glavin considered the listing on permanent inventories of certain articles of less than five dollars' value.

Mr. Glavin pointed out to the Conference that in the inspection of the El Paso Office the Inspector, Mr. Naughten, instructed that blackjacks, flat saps, Surgrip Adaptors for .38 and Magnum revolvers, all valued at less than five dollars, be removed from the permanent inventory and treated as expendable. Mr. Glavin was of the opinion that such items of equipment which are closely related to firearms protective equipment of the service should be continued on the permanent inventory, even though the articles are valued at less than five dollars. The remainder of the Conference is of the opinion that the Bureau's present rule, which is to the effect that items of value less than five dollars need not be carried in the inventory, covers this particular situation; and the majority of the Conference recommends that items such as those mentioned above, having a value of less than five dollars, be not included on the permanent inventory but treated as expendable matter.

Should the Director approve the majority opinion, the Chief Clerk's Office will be so guided in the future.

Respectfully submitted,  
FOR THE CONFERENCE

cc - Mr. Hendon  
Mr. Clegg

Clyde A. Tolson

E. A. Tamm

RECORDED

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EX-31

SEP 10 1946

Tolson  
A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
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Quinn Tamm  
Nease  
Gandy

WPC:em

SEP 12 1946

The Assistant to the Attorney General  
Mr. James F. McGranery

September 3, 1946

John Edgar Hoover, Director, Federal Bureau of Investigation

~~Judicial Conference of Senior Circuit Judges~~

Your memorandum of August 13, 1946 requested any suggestions I might have concerning matters to be included in the Attorney General's remarks before the Judicial Conference of Senior Circuit Judges on October 1, 1946. It is my belief that the following matters might appropriately be included in the Attorney General's remarks:

1. A suggestion to the Senior Circuit Judges that they encourage all District Judges to hold conferences with U. S. Commissioners within their Districts primarily for the purpose of thoroughly discussing and explaining the New Rules of Federal Criminal Procedure and establishing uniformity. There appears to be a lack of understanding of these rules on the part of some Commissioners, particularly in instances when an arrest is made in a district other than the one in which the warrant was issued. Some Commissioners are still requiring the filing of a complaint, even though the rules dispense with this requirement.
2. Explain that the FBI Laboratory and its experts may be used by Federal Judges under Rule 28, Expert Witnesses. Even though the FBI is not otherwise interested in the particular case, examination may be made and expert witnesses furnished as amicus curiae at the request of the Federal Judge. Illustrative of some of the types of examinations which the Laboratory conducts, the following are mentioned: chemical analyses; document examinations; firearms and ammunition examinations; and fingerprint comparisons.
3. Emphasize in a manner similar to that used in the Attorney General's speech before the Chicago Bar Association, June 1, 1946 on the subject of Civil Liberties that judges must take a practical approach to questions of civil liberties. It should be clearly pointed out that this nation will not survive if it gives its enemies, in the guise of civil liberties, the license to destroy the nation. It seems morally and philosophically unsound to contend that a man's "civil liberties" give him the right to sap the strength of the power which has created, granted and protected those liberties.
4. Encourage judges to report to the Department of Justice instances in which it is believed perjury has been committed. Justice requires a thorough investigation and a vigorous prosecution of acts of perjury.

JAG:RB

Approved by Executives Conference 8/30/46, the members being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and

Clegg

57 SEP 20 1946  
SEP 4, 1946

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INITIALS OF APPROVAL - 14

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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 8-21-46

FROM : J. E. Edwards

SUBJECT: Accident Involving Bureau Automobile  
 Date - 7-8-46  
 Damage - Estimated at \$600 to \$800  
 SA James O. Lang - Cincinnati

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Beahm \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

DETAILS

At 7:00 p.m. on 7-8-46 Agent Lang, while driving a Bureau car, was involved in an accident.

Agent Lang said he was traveling between 40 and 50 mph when a large dog suddenly crossed the road directly in his path. Agent swerved to the right to avoid hitting the dog and as the car turned the front and then the rear wheels hit a spot in the macadamized road which was slippery inasmuch as the oil and tar had been boiled out by a hot sun. The dog was hit slightly and this coupled with the slippery condition of the road caused the car to go into a skid onto the dirt shoulder of the road where it hit a board about three feet long and two inches in diameter, then proceeded up a slight incline of perhaps five feet on a slant into a field where it struck several deep ruts and turned over on one side.

One witness, the owner of the dog, stated he heard Agent honk the horn in front of his home and then noticed the rear end of the car swerve and subsequently observed the car climb the embankment and tip over. He stated the automobile rolled over twice before coming to a stop, however, investigating Agent said that inspection of the automobile reflected that the left side of the automobile is not smashed in and the automobile did not roll over. Another witness gave substantially the same information.

Investigating Agent stated it appeared from observance of tire marks that Agent Lang was driving close to the right side of the road and there is a hedge in the front yard of the farm where the dog was hit which would tend to obscure vision while coming off of a curve in the highway and the macadam pavement was melted in such a condition that it would cause a car to skid or sway.

Various garages gave estimates on the repairs to the Bureau car as well as the salvage value, and the cost of the repairs varied between \$600 to \$800 and the salvage value from \$300 to \$535. It is noted that the ceiling price on the automobile prior to the accident was \$910. The right side of the car was completely crushed, the doors on the left side sprung, the top on the right side was pushed up and badly smashed, the rear axle is sprung, the left front fender as well as the right fenders, front and rear, are badly damaged and the steering alignment was faulty.

DAMAGES

1. Bureau car - \$600-\$800
2. Other car - None involved
3. Personal injuries - SA Lang, contusions right leg
4. Dog hit slightly but not seriously injured

*Shelton*

SAC'S RECOMMENDATION

SAC King said it was felt that the accident was unavoidable and that Agent Lang should not be held responsible for the damage to the Bureau car. It was also recommended that the Bureau car be sold for salvage in view of the high cost of repairs to the car in comparison to the value of the automobile.

ACTION RECOMMENDED

It does not appear that Agent Lang was negligent in any way and it is recommended that he not be held responsible for the repairs to the Bureau car.

In view of the high cost of repairs to the Bureau car in comparison to its ceiling price, it is recommended that the Bureau car be sold for salvage.

ADDENDUM: 8/26/46 (em) The Executive Conference of August 23, consisting of Messrs. Ladd, Harbo, Nichols, Morgan, Tracy, Rosen and Glavin concur in the opinion that this Agent be not held responsible for the accident in question.

WRG

*[Handwritten signature]* *[Handwritten signature]*

lrh

THE DIRECTOR

9/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Long, Hendon and Tracy, considered a suggestion of the Field Chief Clerks who recently conducted a one-day survey in the Identification Division.

The Chief Clerks suggested that a cover letter be used in transmitting the General Appearance form to the Field, in view of the fact that the average Agent handles so few of these forms that they do not remember what is expected of them when they get the form for handling.

A copy of the General Appearance form is transmitted herewith, and the Conference is unanimously of the opinion that the form adequately and completely describes exactly what information is desired so that the cover letter is entirely unnecessary.

The Conference unanimously recommends against the suggestion.

Respectfully,  
For the Conference

Clyde A. Tolson

P. A. Tamm

Attachments

cc - Mr. Clegg  
Mr. Hendon

RECORDED

EX - 42

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

SAC, Los Angeles

September 3, 1946

Director, FBI

a

~~FORM~~ FD-143  
SUGGESTIONS CONCERNING

Reference is made to your letter dated July 13, 1946, relative to Form FD-143 entitled Justification for Continuation of Technical or Microphone Surveillance in which the suggestion is made that additional space be provided for the entry of comments pertaining to Item #5 and also that space be provided to be used for the purpose of indicating the approval of the SAC. It is noted that Item #5 provides for listing specific information of value obtained since the previous report on this surveillance which has been made available through the technical surveillance.

Your suggestions will be given consideration in connection with any revision of the form which may occur in the future. In the meantime, you should follow the procedure where necessary of inserting an additional blank page. The approval of the SAC may be indicated by placing his initials opposite the heading "Field Office" on page one.

CC: D. M. Ladd

HHC:DM

Note: Approved and recommended by  
Joint Committee, Clegg, Harbo,  
Boardman, and McKee, on 8-8-46.

8/29/46 approved by Exec Conf,  
Messrs. Ladd, Tracy, Nichols, Harbo,  
Hendon, Rosen, and Morgan being in  
attendance.

COMMUNICATIONS SECTION  
SEP 4, 1946

RECORDED  
&  
INDEXED

66-2554-5359

F B I  
SEP 10 1946

EX-8

58 SEP 23 1946

THE DIRECTOR

9/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Long, Hendon and Tracy, considered a suggestion of the Field Chief Clerks who recently conducted a one-day survey of the Identification Division.

The Chief Clerks suggested that fingerprint jackets, on removal from the Typing Section for any other unit than the Assembly Section, be charged out. They felt this would result in a saving of employees used in locating jackets out of file.

The Conference was advised by Mr. Tracy that the charge-out system suggested by the Chief Clerks would not result in a saving of personnel, but on the contrary would take additional personnel for the following reasons.

When fingerprint jackets are located in the Typing Section and taken to some other unit for handling, these jackets are tagged for return to the Typing Section as soon as the request necessitating their location has been complied with. This insures their return without further follow-up. Further, it is the experience of the Identification Division that when a jacket is removed from the Typing Section in connection with some special request such as telephonic or telegraphic inquiries, it is very seldom that a second request to locate the jacket is received making it necessary for the jacket to be searched for a second time.

Apparently the Chief Clerks were under the impression that there were numerous instances wherein jackets would have to be searched for in connection with a second request. This, however, is not the case.

The Conference unanimously recommends against the adoption of the suggestion.

Respectfully,  
For the Conference

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED  
Clyde A. Tolson

INDEXED

D. A. Tamm

EX-20

55 SEP 11 1946

THE DIRECTOR

September 6, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference on September 3, 1946, those present being Messrs. Harbo, Ladd, McCabe, Tracy and Clegg, gave consideration to a suggestion growing out of a discussion with an SAC recently that there are still numerous errors being made by Special Agents in the field in report writing which are corrected in the rough draft forms which the Bureau later observes. He believed it would be well to repeat the fundamentals of report writing before In-Service School.

Those present at the Executives' Conference unanimously agreed to a recommendation that for a period of two weeks only, the supervisors at the Seat of Government, and the SAC's, ASAC's and field supervisors prepare error cards to show the mistakes being made in report writing both in the field and those which reach the Seat of Government, so that from an analysis of these types of mistakes, training and instruction can be given. It was believed that there should be eliminated from these error cards the name of the Agent, the date of the report and the title of the case but that the name of the office should be indicated in order to disclose frequently occurring errors in any one division. Since this is for a period of two weeks and as it might be very disclosing and indicate special types of training necessary, it is unanimously agreed that such a program should be inaugurated beginning at an early date.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
&  
INDEXED

3-21-46  
EX-21

66-2554-5361

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55 SEP 11 1946

10  
b2  
THE DIRECTOR

September 6, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 3, 1946, consisting of Messrs. Tamm, Ladd, Clegg, Hendon, Harbo, Tracy, McCabe, Nichols and Glavin considered a recommendation contained in the summarization of the inspection of the El Paso Office that the use of 4-drawer file cabinets be eliminated and that 5-drawer cabinets be utilized. The Inspector pointed out that if 5-drawer file cabinets are utilized, additional filing space will be available; that the El Paso Office would be able to place approximately 22 additional cabinets in that office if 5-drawer file cabinets were used. At the present time the El Paso Office is using 4-drawer cabinets.

Mr. Glavin pointed out to the Conference that at the present time file cabinets must be secured from government surplus lists and that if 5-drawer file cabinets are not available we would necessarily have to accept 4-drawer cabinets. The Conference was of the unanimous opinion, however, that in the future in ordering file cabinets, whether from surplus lists or from commercial concerns, that 5-drawer cabinets should be secured, and that when purchases are made 5-drawer cabinets only should be purchased from manufacturers.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde A. Tolson

cc - Mr. Hendon  
Mr. Clegg

E. A. Tamm

66-2554-5362

RECORDED

INDEXED

EX - 31

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

537  
SEP 12 1946



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P  
Y

TO: THE DIRECTOR  
FROM: THE EXECUTIVE CONFERENCE  
SUBJECT: ESCAPED PRISONERS OF WAR

DATE 8/15/46

The Executive Conference today considered the following suggestion of the Supervisor handling the Escaped Prisoners of War Desk.

Major Falkner of the Provost Marshal General's Office has advised that all prisoners of war with the exception of a few remaining in hospitals and detention barracks have been repatriated. All prisoner of war camps have been closed but Major Falkner said the Provost Marshals in the various corps areas throughout the country will receive reapprehended prisoners and arrange special facilities for their custody.

At the present time, there are 42 escaped prisoners at large and it may be expected that some of them will be apprehended from time to time. A considerable number of the escaped prisoners probably are in Mexico or other countries of Central and South America and it is unlikely that they will ever be located.

It is felt that possibly the Immigration Service should assume the responsibility of locating these escaped prisoners as the reason for the Bureau's original activity in this field no longer applies. Our investigations to locate escaped prisoners began in 1942 when an agreement was reached with the War Department that we should attempt to locate escaped prisoners because of their threat to the nation's security as potential espionage agents and saboteurs.

It was recommended by the Supervisor that since the escaped prisoners of war no longer constitute a threat as was the case when this agreement was reached, that more logically they could be treated as aliens illegally in the United States within the jurisdiction of the Immigration and Naturalization Service. In view of the interest of the Provost Marshal General in such a change, it was felt that he should be informally contacted to determine his attitude prior to giving this matter further consideration or attempt to effect a change.

Messrs. Tracy, Clegg and Rosen were in favor of the above recommendation. Messrs. Harbo and Ladd think we should continue without change.

Respectfully,  
For the Conference

Clyde Tolson

E.A. Tamm

cc - Mr. Hendon

Mr. Clegg Addendum: I think the Bureau would be placed in a very bad light if we endeavored to dump 42 fugitive cases on the IMMIGRATION &

NATURALIZATION Service thereby virtually admitting our inability to solve the cases

55 SEP 11 1946

I most certainly think the Bureau must keep these cases and by inference referring them to someone more capable. I most certainly think the Bureau must keep these cases and by inference referring them to someone more capable. I most certainly think the Bureau must keep these cases and by inference referring them to someone more capable.

Mr. L. B. Nichols

September 3, 1946

Director, FBI

ks

*Executive Conference*

Inspector Maughton has advised as a result of his recent inspection of the Oklahoma City Office that one of the clerical employees observed that in some instances other field offices were not following the prescribed Bureau procedure in answering the roll call upon completion of conference ~~teletype~~ messages, thus resulting in unnecessary delay and expense.

It is requested that employees of the Communications Section be on the alert to detect any failure to comply promptly with the prescribed procedures so that appropriate corrective action may be taken.

HHC:dru

NOTE: Approved by Exec Conf 9/29/46,  
those present being Messrs. Ladd,  
Tracy, Nichols, Harbo, Hendon,  
Rosen, and Morgan.

la

COMMUNICATIONS SECTION  
SEP 4, 1946

RECORDED

&amp;

INDEXED

EX-55

66-2554-5364

F B I

61 SEP 12 1946

SEP 3 1946

TRANSMITTED TO ORIGINAL

THE DIRECTOR

September 10, 1946

THE EXECUTIVE CONFERENCE

*hs*

The Executive Conference of September 6, 1946, consisting of Messrs. Tolson, Tamm, Tracy, Hendon, Ladd, Long and Glavin, was advised by Mr. Glavin that under date of September 3, 1946, the Bureau of the Budget, by Circular A-34 Revised, advised that the Bureau of the Budget now has field offices located in Dallas, Texas; Chicago, Illinois; San Francisco, California and Denver, Colorado. The field services to be performed by the Bureau of the Budget are:

1. To Counsel with the Federal Agencies
2. Make studies and recommendations; improvement in administration in the Federal Agencies
3. Examine utilization of space, supplies and equipment
4. Counsel with state and local officials

It was further pointed out to the Conference by the Director of the Bureau of the Budget that each Federal Agency having a field establishment should notify its appropriate officials of the purpose and functions of the Budget Bureau's Field Service. Federal field representatives should feel free to call upon the Budget Bureau's field offices for any assistance which they might be able to give.

The Conference was of the opinion that the Bureau's divisional offices should be advised of the setting up of the Field Service by the Bureau of the Budget so that if any inquiries are received from any such field office, our divisional field service will know how to handle such matters.

Should the Director approve the Conference's recommendation, the attached communication to all Special Agents in Charge should go forward.

Respectfully submitted,  
FOR THE CONFERENCE

cc - Mr. Hendon  
Mr. Clegg

EX - 58

Clyde A. Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

SEP 13 1946

RECORDED  
&  
INDEXED

66-2554-5365

SEP 18 1946

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable, Messrs. Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance at the Conference on August 29, 1946. Attached hereto for approval is a letter to all Special Agents in Charge setting forth appropriate instructions in this matter.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

EPH:EH  
cc: Mr. Hendon  
Mr. Clegg

THE DIRECTOR

September 9, 1946

*tes*  
The Executive Conference

At a meeting of the Executive Conference on September 9, 1946, attended by Messrs. Tolson, Glavin, Tracy, McGuire, Clegg, Long, Rosen and Ladd, the attached proposed letter to all banks was discussed. It was pointed out that this letter goes further than any previous letters going to the banks in that under Item 7 are listed a few of the safety devices used by various banking institutions, which information has not previously been circularized in any such letters to the banks.

The Conference unanimously recommended that this letter be forwarded to all banks in the United States. It is suggested that it be multilithed at the Bureau for the Director's signature and that a sufficient supply be furnished to each field office so that they may address them and mail them to all banks in their territory.

In the event you approve the issuance of this letter, arrangements will be made for the multilithing of sufficient copies.

Respectfully  
For the Conference

*CT*  
Clyde Tolson

*EAT*  
E. A. Tamm

*AKH*  
DML:da

cc - Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

55 SEP 13 1946 *AG*

RECORDED  
&  
INDEXED  
387  
EX-8  
66-2554-5366  
*SH*

THE DIRECTOR

8-8-46

THE JOINT COMMITTEE

SUGGESTION #358

EMPLOYEE: F. A. FLETCHER

SAC, PITTSBURGH FIELD OFFICE

MEMBERS PRESENT:

H. H. Clegg  
R. T. Harbo

L. V. Boardman  
S. K. McKee

EMPLOYEE SUGGESTS:

Bureau Bulletin No. 35, Series 1946, dated June 26, 1946, under Section B, entitled "Destruction of Closed Files" provided that all Bureau files in field offices may be destroyed after they have become twenty-five years old and the index cards relating to the files destroyed should be marked with a stamp stating "File destroyed - 1946."

The suggestion is that the requirement for stamping the index card be eliminated since all files over twenty-five years old bear the "old German" file number of a system of numbering which no longer is used, and the file number of this type shown on the index card will clearly indicate that the file has been destroyed without stamping this index card. It has been discovered in some field offices that it became necessary to search all the names of subjects in the files as they were destroyed and thousands of index cards had to be searched, pulled, compared, and stamped, which made this an enormous project. It was thus felt by those making the suggestion that the mere fact that the index card bore the "old German" file number would be on its face evidence of the fact that the file had been destroyed.

The new system of filing under classification number and file numerical sequence will not become twenty-five years old until April, 1950, and thus it appears it would be a waste of time to examine the files, pull the index cards, identify them, and stamp them between now and 1950. After 1950, some other plan along logical lines can be developed which it is believed will be satisfactory and conserve time, and it is believed that the previous regulation for stamping index cards should be eliminated.

JOINT COMMITTEE RECOMMENDATION: Unanimously favorable, and if this is approved, attached hereto is a letter to the Pittsburgh Office, which has requested advice and authority for action of the type recommended, and also a SAC letter to this effect.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachments

55 SEP 16 1946

RECORDED  
37 &  
INDEXED

66-2554-5367

*Re*  
THE DIRECTOR  
THE EXECUTIVE CONFERENCE

September 11, 1946

*X 7-11-46*  
The Executive Conference of September 9, 1946, consisting of Messrs. Tolson, Tracy, McGuire, Clegg, Ladd, Long, Rosen and Glavin considered a suggestion submitted by Mr. Mohr that the present form letter FD-67, concerning notice of arrival or departure of employees on special or court assignment, be enlarged to include also notice of departures of employees on transfer.

It was pointed out to the Conference that section five of the Manual of Rules and Regulations, pertaining to transfer and travel, 5B (1a) states that when an employee departs on transfer to his new office of assignment, the Bureau should be notified by form letter FD-67 on the day he departs.

The form as previously prepared did not cover matters of departure of employees on transfer and including this phraseology in the form letter FD-67, a copy of which is attached hereto, eliminates the necessity of the field office typing special letters to the Bureau, advising of notice of departures on transfer.

The Conference was unanimously in agreement with the change of the form in question.

Respectfully submitted,  
FOR THE CONFERENCE

*92*  
Clyde Tolson

Attachment

CC - Mr. Hendon  
Mr. Clegg

*E. A. Tamm*  
E. A. Tamm

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

RECORDED  
INDEXED

EX - 8

166-2554-5368  
SEP 12 1946

SEP 13 1946

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : A. L. NEWMAN

DATE: August 30, 1946

FROM : MR. GLAVIN

SUBJECT:

Two buses should be at Quantico on Sunday night, September 1, 1946, at 6:45 P. M., as requested by the Training Division. Chauffeurs assigned to this duty will be given the necessary Compensatory Leave during the following week.

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, Hendon, Harbo, Nichols, Rosen and Glavin approved.

WRC:ejm

RECORDED  
EX-37

66-2554-5370  
FBI  
61 SEP 12 1946

COPIES ON ORIGINAL

ORIGINAL COPY FILED IN 66-2554-5370



**THIS EXECUTIVE CONFERENCE**

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Morgan, Hendon, Harbo, Nichols, Rosen and Glavin considered the use of Special Agent personnel on the complaint desk of the Houston divisional office.

The Conference was advised that under date of August 21, 1946, the Special Agent in Charge at Houston had requested authority to continue using a Special Agent for complaint duty. SAC Ellis stated that complaint Agents are rotated every other day.

SAC Willis, in circumstantiation of his request for continuance of the complaint Agent stated that from June 17, 1946, through August 16, 1946, a period of two months, 505 calls and 179 personal complaints were handled by him. Willis pointed out that this means 11.2 telephone calls were handled each day and on average of 4 persons a day were interviewed by him.

JAC Willis further pointed out that there are 741 cases pending in the Houston Division and the administration and supervision of these cases is equally divided between the Assistant Agent in Charge and the Special Agent in Charge. He feels that continuing an Agent on complaint duty has been to the advantage of the office generally and has also been of advantage to the Agents themselves in giving them experience in this type of work.

The Executive Conference is of the definite opinion that from the facts furnished, that it would not be necessary to continue a Special Agent on full time complaint duty. The Conference therefore recommends that the attached communication, so advising SAC Willis, be forwarded to him.

Respectfully submitted,  
FOR THE CHAIRMAN

207  
RECORDED

CLYDE TOLOSEP 6 1946

44-203

CC: Mr. Hendon  
S. A. Tamm  
Clegg  
Glavin

Colson **CC: NY**  
E. A. Tamm  
Malone **NY**  
Belvin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Tegen  
Trotter  
Tele. Room  
Holloman  
Gandy

330-070

THE DIRECTOR

September 11, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 10, 1946, consisting of Messrs. Tolson, Eosen, Long, Ladd, Clegg, McGuire, Tamm, Tracy and Glavin considered a suggestion made by Mr. Glavin concerning the preparation of a plaque for installation in the Director's Reception Room, listing the names of Bureau employees who gave their lives to their country during the last war.

Mr. Glavin pointed out to the Conference that the Bureau had received a communication from the SAC at Butte to which was attached a newspaper story from the Montana Standard at Butte, under date of August 22, 1946, that a gold star citation had been presented by the Attorney General of the United States to Mrs. Mary V. Hennessey of Butte, whose son, Walter H. Hennessey, was killed on Luzon, January 24, 1945. Walter Hennessey was on leave without pay from the Bureau at the time of his death.

It was suggested to the Conference that affirmative steps be taken at this time to honor the Bureau's war dead, it being Glavin's feeling that such a plaque would be most appropriate in the Director's Reception Room. The Conference unanimously agreed and recommends that such a plaque be constructed by Mr. Gauthier, in the Cartographic Section. For the Director's approval, a rough drawing of the plaque will be prepared for final approval before final preparation on the finished plaque.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

RECORDED & INDEXED

CC - Mr. Hendon  
Mr. Clegg

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

WAC/dmb

SEP 16 1946

MEMORANDUM FOR THE DIRECTOR

September 10, 1946

Should the Director approve the Conference recommendation, the appropriate smocks will be purchased.

*Q. just make  
certain smocks are  
the most practical.  
Recently we bought  
them in Mech. Lab.  
I now they want  
dear prices instead  
of.*

Respectfully submitted,  
FOR THE CONFERENCE

Clyde A. Tolson

E. A. Tamm

cc - Mr. Hendon  
Mr. Clegg

WRG:em

*Em*

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

THE DIRECTOR

September 10, 1946

JOINT COMMITTEE

SUGGESTION #282

EMPLOYEE: MARTHA VAUGHAN  
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. CLEGG E. E. CONROY  
E. C. HENDON E. SCHEIDT

EMPLOYEE SUGGESTS: That the ~~messengers~~ messengers in Personnel Records be permitted to wear smocks while making deliveries.

ADVANTAGES:

1. During summer months these employees usually wear light colored clothing which is easily soiled by handling files and making deliveries.

DISADVANTAGES:

1. There is insufficient justification for the use of smocks by this type of personnel.
2. There seems to be no possible justification for this expenditure since they are not handling either chemicals that would destroy their clothing or indelible inks which would permanently soil their clothes.

RECOMMENDATION: That these messengers be permitted to wear smocks which are neat and clean if they desire to purchase them themselves but that the Bureau not purchase smocks for them.

IHC:ER;em

EXECUTIVE CONFERENCE CONSIDERATION: The Executive Conference of 9/6/46, consisting of Messrs. Tolson, Tamm, Tracy, Hendon, Ladd, Long and Glavin, after reconsideration of this recommendation, agreed that such smocks should be purchased for the Bureau's messenger force. Mr. Glavin, who has been opposed to the purchase of any smocks for employees, pointed out that these particular employees, in the lowest salary grade, have as much wear and tear on their personal clothing, through the execution of their duties in delivering files and mail, as do other employees of the Bureau for whom we have purchased smocks. He feels that if smocks are approved for Laboratory, Mechanical, and Identification Division employees, in certain categories, we should approve them for messenger employees.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED  
INDEXED

EX-27

SEP 18 1946

30 1946

August 30, 1946

*he*

SAC, Anchorage

Dear Sir:

Advice has been received by the Bureau that from time to time requests are made by your office to various representatives of the United States Marshal's office of the territory of Alaska, to perform certain investigative work for the Bureau when an Agent of your office is not in a particular locality which can be easily covered by a representative of the United States Marshal's office.

The Bureau has been further advised that from time to time, representatives of the United States Marshal's Office have certain travel expenses in connection with such work and cannot secure reimbursement for the expenses involved.

The Bureau is desirous of being advised at this time as to what arrangements have been made by you with the United States Marshal to have certain of his deputies perform spot investigative work for the Anchorage Division and whether representatives of the Marshal's office have been able to secure reimbursement for official expenditures made in connection with the handling of such leads for us.

Very truly yours,

RECORDED

WRG:ejm

EX-12

John Edgar Hoover

Director

91 SEP 10 1946

61 SEP 10 1946

The Executive Conference of August 29, 1946, consisting of Messrs. Ladd, Tracy, Lorgan, Hendon, Harbo, Nichols, Rosen and Glavin are of the opinion that this particular problem should be handled in this manner and after appropriate information is secured from the Anchorage Division that the matter be then discussed with officials of the Administrative Division of the Department.

COMMUNICATIONS SECTION

SEP 19 1946

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ORIGINAL COPY FILED IN 62-62014-21

RE THE DIRECTOR

9/12/46

THE EXECUTIVES CONFERENCE

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg, considered the need for training to be provided additional Agents as Police Instructors. The increased number of schools, the fact that many of the instructors are now Assistant SACs and on specials and are not always available for training purposes, has caused many offices to "run short" of police instructors in meeting the needs of their own division. Police instructors are now needed in Baltimore, Birmingham, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Honolulu, Houston, Jackson, Knoxville, Memphis, Milwaukee, Newark, New Haven, New Orleans, Norfolk, Philadelphia, Pittsburgh, Richmond, San Juan and Seattle Offices. Several of the former instructors have resigned and many requests are being received for transfers of police instructors which if complied with would take Agents out of territories where they desire to be.

It was believed by the majority of the Conference that this was good training and that such a school should be held at a reasonably early date (October 21, 1946 suggested) for a period of two weeks. It was recommended that 50 Agents, to be selected by the Chief Clerk's Office in consultation with representatives of the Training and Inspection Division, be designated to attend this police instructors' school. It was further recommended that no accountant be included in these classes and that on the Monday when this school reports to Washington that a regular In-Service School not report to Washington, thus keeping approximately the same number of Agents in a training status. Those who have not already completed In-Service School would remain over to attend the regular In-Service School in order to avoid duplication of travel subsequently.

Mr. Glavin was opposed to the school being held and felt that it was a waste of time, that the needs for these men in field offices to conduct investigations should discourage the holding of such a school.

Messrs. Tolson, Ladd, Tracy, E. A. Tamm, Long, Rosen, McGuire and Clegg, recommended favorably that such a school be held.

RECORDED

&

INDEXED

Respectfully,

for the Conference

X-6

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ

SEP 17 1946  
337

THE DIRECTOR

THE EXECUTIVE CONFERENCE

9/12/46

*re*

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Long, McGuire and Tracy on September 10, 1946, considered a suggestion of Miss Dawson in the Identification Division that ~~Personal Identification prints~~ be quoted on identification records in the same manner as any other non-criminal print.

The Conference was advised that Mr. Quinn Tamm checked into the manner in which Personal Identification prints would appear as a part of the record and no cases were found which, if quoted, would have caused any embarrassment to the Bureau in connection with a criminal record.

The Conference was unanimously of the opinion the Bureau policy should remain the same, i.e., that Personal Identification prints not be quoted in view of the extensive publicity over the past many years and the repeated statement of Bureau policy that Personal Identification prints are not searched.

Respectfully,  
For the Conference

*✓*  
Clyde Tolson

*Eat*  
E. A. Tamm

*OK*

cc - Mr. Clegg  
Mr. Hendon

Attachment

RECORDED  
INDEXED

64-2554-537

EX - 6

*dk*

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

53 SEP 17 1946

THE DIRECTOR  
THE EXECUTIVE CONFERENCE

September 13, 1946

The Executive Conference, consisting of Messrs. Tolson, Ladd, Glavin, Nichols, Morgan, Long and Tracy on September 11, 1946, considered the matter of the production of artificial hands by the Veterans Administration in New York City.

The Conference was advised of the receipt of a letter from Doctor Thomas E. Knox of the Veterans Administration, New York City, advising that hundreds of models would be used in making artificial hands for these veterans.

The Conference was further advised by Mr. Tracy of the fact that the naval hospitals have likewise been using models for the manufacture of artificial hands and in addition others in the commercial field are using such models. In all cases the fingerprints are clearly reproduced and inked fingerprints can be taken from the plastic substance used in the making of the artificial hands.

The Conference was unanimously of the opinion that there was no action the Bureau could or should take in the situation and that there appears to be no necessity for the setting up of any controls to prevent criminal use of the artificial hands or gloves.

If you approve, there is attached hereto a letter advising SAC Scheidt of the Bureau's decision.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

66-2554-5376

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Hendon

Attachment

SEP 17 1946

RECORDED & INDEXED

EX-14



THE DIRECTOR

9/12/46

THE EXECUTIVES CONFERENCE

SUPERVISORS' SEMI-ANNUAL CONFERENCE

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Egan, E. A. Tamm, McGuire and Glegg, recommended that the Semi-Annual Conference of Bureau Officials and Supervisors be held at 4:00 P.M. on Thursday, September 26, 1946 in Assembly Room #1 of the Justice Building. For the program it was unanimously recommended that the full time, 4:00 to 6:00 P.M., be allocated to Inspector Morgan to discuss the subject "Supervisory, Administrative and Organizational Principles Controlling Investigations," based upon the findings in the Pearl Harbor matter. This is the subject that Mr. Morgan gives before In-Service Schools and a number of supervisors have requested permission to attend this lecture and this will provide all of them an early opportunity to hear it discussed.

The Conference unanimously agreed.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

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EX-8

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

HHC:PD

cc - Mr. Hendon

Mr. Clegg

95

66-2554-5377

*[Handwritten signature]*

SAC, Newark

September 9, 1946

Director, FBI

Reference is made to your communication of August 26, 1946, concerning the use of the Vari-Typer machine in your office, particularly in connection with the preparation of mimeograph stencils.

The Bureau, after careful consideration of the suggestion made by you, is of the opinion that this particular type of machine is not essential to the official functioning of the Bureau's divisional offices. The Bureau, therefore, cannot approve the assigning of such machines to the divisional offices at this time.

The Executive Conference of 9/5/46, consisting of Messrs. Tolson, Tamm, Ladd, Morgan, Rosen, Harbo, Hendon, Tracy, Nichols and Glavin were of the opinion that this machine should not be approved at this time.

WRG

WRG:em

COMMUNICATIONS SECTION  
SEP 10, 1946

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166-2554-5378  
F B I  
SEP 16 1946

53 OCT 2 1946

MR. NICHOLS

September 10,  
1946

DIRECTOR, FBI

FBI NATIONAL ACADEMY GRADUATION  
THIRTY-THIRD SESSION

Secretary of the Treasury, John Snyder, will be one of the principal speakers at the graduation exercises of the Thirty-third Session of the FBI National Academy on Friday, October 4, 1946. It is desired that you arrange to escort Mr. Snyder from the White House where he will be attending a Cabinet Meeting, to the Departmental Auditorium.

The graduation exercises will begin at 11:00 a.m. and Mr. Snyder is scheduled to give the second address. You should bring him to Conference Room C at the Auditorium.

Approved by the Executives Conference September 9, 1946.

JSR:mjb

COMMUNICATIONS SECTION  
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SEP 27 1946

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ORIGINAL COPY FILED IN 62-39625-6

(Typed 8/30/46)

MEMORANDUM FOR ALL SEAT OF GOVERNMENT EMPLOYEES~~Re: Change of Address~~

It has come to the Bureau's attention that employees have failed to keep either their Divisional Front Offices or the Information Clerk in the Communications Section currently advised of changes in local address or telephone number. As you are, of course, aware, it is essential that the Bureau have this information so that employees can be contacted whenever necessary, particularly in cases of emergency.

It is therefore desired that all employees adhere to the present regulations and make certain that their Divisional Front Office and the Information Clerk are advised immediately of any changes in local address or telephone number.

Very truly yours,

John Edgar Hoover  
Director

HLE:FW

9/9/46 The Executive Conference of 9/5/46, consisting of Messres, Tolson, Tamm, Ladd, Morgan, Rosen, Harbo, Hendon, Tracy, Nichols and Glaving approved the preparation of the memorandum to All Employees at Seat of Government re change of address notification.

WRG

RECORDED  
&  
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MX-3

66-2554-5380  
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48 SEP 17 1946

57 SEP 20 1946

ORIGINAL FILED IN 66-2409-1

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Olegg, recommended unanimously unfavorably.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon  
Mr. Olegg

HHO:PJ

Tolson	
E. A. Tamm	
Olegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Carson	
Egan	
Gurnea	
Harbo	
Hendon	
Pennington	
Quinn Tamm	
Nease	
Gandy	

THE DIRECTOR

9/6/46

THE JOINT COMMITTEE

SUGGESTION #382

EMPLOYEE: L. O. TEAGUE  
SAC, ANCHORAGE FIELD DIVISION

*Education Conf*

MEMBERS PRESENT: H. H. CLEGG  
R. T. HARBO

E. SCHEIDT  
L. V. BOARDMAN

EMPLOYEE SUGGESTS: That cards containing uniform legend showing the requirements for information to be placed on the cards for Confidential Informants, National Defense Informants, Contacts, and Source of Information be prepared and distributed to the field in order to provide uniformity in the preparation of these cards.

ADVANTAGES:

1. Would establish uniformity.
2. Would make certain that all information required is entered on the card.
3. It would be an easy guide in the preparation of the cards and would prevent clerks from having to refer to the manual for requirements.
4. The cards could be used by Agents in the field and sent into the office in rough draft form thus insuring that the required information was obtained and set forth in the prescribed manner.

DISADVANTAGES:

1. The headings would occupy such a high percentage of the space on the cards there would be inadequate space for the remainder of the information. The present procedure in most offices is to list the name on the card without having to write the word "Name" as a preface to the subjects named.
2. To adopt this form might lead many offices to engage in a project of revising all their cards and placing the data on such cards for the sake of uniformity.
3. The information required is set forth clearly in the manual and clerical employees continuously assigned to handling this work would not have to make frequent reference to the manual for types of information to be recorded.
4. This would be another form for the field office to use and the Agents to carry around with them.

RECOMMENDATION: Unanimously unfavorable.

RECORDED & INDEXED  
357

66-2554-5381

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Egan \_\_\_\_\_  
Gurnea \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Perrington \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

SEP 8 1946

MEMORANDUM FOR THE DIRECTOR

-3-

acting purely as a fact-finding agency.

Mr. E. A. Tamm, Mr. Nichols and Mr. Q. Tamm are opposed to the acceptance of these investigations basically because the proposed program would allow to General Vandenberg and his associates the use of the Bureau's name and prestige to extricate them from what is believed to be certain difficulties. This minority group believes that this factor outweighs any real harm that could be done to the Bureau either by having another agency investigate these cases or having CIG investigate their own applicants. In the event the proposal of the minority group was considered, it is pointed out that it would probably be necessary for the Bureau to counsel the CIG in the mechanics and procedure necessary to be installed to set up their own investigative group in the event they decided to do that.

*I approve  
majority view  
H.*

Respectfully,  
For the Conference

Clyde Tolson

*E. A. Tamm*  
Edw. A. Tamm

CC - MR. CLEGG  
MR. HENDON

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Ladd points out that the Bureau investigates U. S. Attorneys, District Judges, etc., and is not charged with their shortcomings. A more sinister potential in the relationship which would be created by the Bureau's investigating these applicants is the fact that General Vandenberg and his associates would undoubtedly indicate to Congressional Committees, to Cabinet members and to all critics of CIG operations that the FBI "approved" all of its personnel. While this statement would not be technically true, we probably would not always know when Vandenberg was getting himself or his organization out of some tight spot, particularly with Congressional Committees, by indicating that "J. Edgar Hoover" investigates all of the CIG personnel. An additional factor in this alliance created by the Bureau's investigation of CIG personnel would be the fact that the Bureau would probably be estopped or at least restrained from criticism of CIG operations because of the close working relationship which would be established. In other words, if the Bureau as a result of this relationship learned of factors which it believed should be either publicly exposed or brought to the attention of the President either through the Attorney General or through other sources open to the Bureau, our action would probably be restrained at times by the knowledge that CIG would know that the Bureau was the source of the criticism directed at it. On the other hand, if we have no working relationship of this kind with CIG and learn anything of a derogatory nature, we are at complete liberty to use it as we see fit.

The majority of the conference, consisting of Mr. Tolson, Mr. Harbo, Mr. Clegg, Mr. Ladd and Mr. Rosen favor the Bureau advising CIG that we will accept these cases for investigation providing the CIG will reimburse the Bureau for the cost of these investigations upon a basis of a cost of \$100.00 per investigation. This figure approximates the figure which the Bureau has quoted as being the cost of an applicant investigation on the atomic bomb project where our basic figure was \$92.00. Mr. Glavin favors the acceptance of these cases upon this basis with the qualification that the Bureau pass upon the desirability of the applicant's employment to the extent of requiring the CIG to advise the Bureau of those applicants who are appointed and of protesting against the appointment of any applicant not considered by the Bureau to be qualified. Mr. Glavin would carry his proposal to the extent of having the Bureau discontinue this work if CIG persisted in appointing applicants whom the Bureau considered undesirable. The balance of the conference believes that Mr. Glavin's proposal would place the Bureau in a very embarrassing position in that we would be attempting to pass upon the qualifications of the applicants rather than of

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Egan \_\_\_\_\_  
 Mr. Gurnea \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Pennington \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_



September 16, 1946

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the question of whether the Bureau should indicate to the CIG representative that it would accept for investigation cases involving applicants for positions in the CIG. You will recall that on September 13th Mr. DuBardleben of CIG indicated that if the Bureau would accept these cases for investigation, General Vandenberg would make a formal request that the Bureau perform this work.

The Conference was advised that Mr. DuBardleben indicated that these cases would approximate one hundred per month, that the Bureau would be expected to perform only investigative work without passing on the qualifications of the applicants, that about two weeks' time would be allowed for each investigation and that CIG would refer to the Bureau for investigation only those applicants who had been interviewed, their qualifications considered and who were seriously being considered for appointment to a specific position in CIG.

General discussion was had of the advantages and disadvantages of the Bureau performing this work. It was agreed that the principal advantage accruing to the Bureau from the performance of this work was that by so doing, the Bureau would prevent CIG from having any justification for an investigative unit operating within the United States. Other advantages accruing to the Bureau if we performed this work were enumerated and include the fact that the Bureau would know the identity and background of virtually all persons employed by CIG, even though we would have no assurance that all applicants would be referred to us; that the Bureau by accepting the work would preclude the possibility of the work being assigned to Secret Service or some other Governmental agency, thereby enlarging our jurisdiction and possibly enhancing our prestige; and the feeling would prevail, at least in some circles, that the Bureau was intimately associated in some way with the operation of CIG.

The principal disadvantage to the Bureau's accepting of this work was conceded to be the fact that the Bureau would become "wedded" to CIG, principally in the mind of business people and of Congress. Persons interviewed by Bureau personnel will feel that despite any statements to the contrary, the FBI is intimately involved in the operation of CIG or it would not be investigating its applicants. With reference to this factor

RECORDED  
INDEXED

4-5382

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

91946

THE DIRECTOR

September 6, 1946

THE JOINT COMMITTEE

SUGGESTIONS #403 AND 417

EMPLOYEES: SAC R. B. HOOD, LOS ANGELES (#403)  
CHIEF CLERKS F. W. MICHAEL, M. L. MCLEANUS AND  
A. C. PELTON (#417)

MEMBERS PRESENT: H. H. Glegg R. T. Harbo L. V. Boardman E. Scheidt

The committee of three chief clerks recently making studies in Washington submitted a suggestion for changing Bureau Form FD 113, which is the Administrative Report submitted by individual Agents to the Special Agent in Charge each month in order to help the office prepare the Monthly Administrative Report. It appears that there is a lack of uniformity in interpreting days on leave. There is also a lack of uniformity as to the number of working days as tabulated since some Agents are inclined to list the actual number of working days per month and others more accurately list the total number of days in the calendar month.

In order to clarify this matter the Committee made a study of the proposed form submitted by the Chief Clerks and also by the Los Angeles Office and recommends the adoption of the attached form which consolidates the ideas of the various offices.

RECOMMENDATION: That the attached form be approved, as a substitute for Form FD 113, a copy of which is attached.

HHC:HD

ATTACHMENT

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Glegg, recommended unanimously the adopting of the attached form as a substitute for the previous form for the purpose of obtaining uniformity.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED  
&  
INDEXED  
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166-2254-5383

Tolson  
E. A. Tamm  
Clegg  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Egan  
Gurnea  
Harbo  
Hendon  
Pennington  
Quinn Tamm  
Rease  
iss Gandy

cc - Mr. Hendon  
Mr. Clegg

CC - MR. CLEGG  
MR. HENDON

THE DIRECTOR

9/12/46

*ps*  
EXECUTIVES CONFERENCE

CAPTAIN FRANCIS W. ~~RUSSELL~~  
BOSTON, MASS. PD

- Lecturer, FBI National Academy -

The Executives Conference on 9/9/46, Messrs. Tolson, Glavin, Tracy, McGuire, Ladd, Long, Rosen and Clegg being present, considered a suggestion of SAC Soucy of Boston that Captain Francis W. Russell of the Boston, Massachusetts PD, a graduate of the National Academy, be considered as a visiting instructor at some future session of the Academy on the subject of "Burglary." Soucy has advised orally that Captain Russell has made specialized studies in this subject and Mr. Soucy felt that he might have a contribution to offer.

The Conference unanimously recommended that Captain Russell be invited to lecture before one of the early future sessions of the Academy.

Respectfully,  
FOR THE CONFERENCE

*Y*  
E. A. Tamm

*ET*  
C. Tolson

*hnc;hd*

CC - Mr. Hendon  
Mr. Clegg

RECORDED & INDEXED  
*302*

*66-2554-5384*

EX - 6

*LD*

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

52 SEP 19 1946

one tabulation be included in the monthly report showing the number of days of types of duty performed by special employees.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon  
Mr. Clegg

HEC:PJ *rg*

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

THE DIRECTOR

9/9/46

ps  
THE JOINT COMMITTEE

SUGGESTION #416

EMPLOYEES: CHIEF CLERKS M. L. MCMAHUS, WASHINGTON FIELD  
F. E. MICHAEL, CHARLOTTE  
A. C. PELTON, BUFFALO.

MEMBERS PRESENT: H. H. CLEGG L. V. BOARDMAN  
R. T. HARBO E. SCHEIDT

EMPLOYEES SUGGEST: The Committee of three Chief Clerks suggests that clarifying instructions be sent to the field as to whether special employees should be recorded on the Monthly Administrative Report as performing investigative work and the number of days' work so performed in order to enable the Bureau to make a more accurate tabulation as to the number of man-days' work performed in handling the volume of work investigated by the Division during a particular month.

At the present time Special Agents submit reports showing the number of days on duty, the number of days doing surveillance and accounting work and the number of days on leave so that a tabulation can be made in the Bureau as to the number of investigative days' work performed in the office. This is not required for special employees who in some offices are running out individual leads and making contact inquiries, such as with the Immigration and Naturalization Service, and similar work performed by them in the Washington Field Office and elsewhere. Most of these special employees, however, it is believed are engaged in work on technical surveillances and on night duty in field offices and in work other than that regularly considered as investigative.

It was the unanimous opinion of the Joint Committee that these employees should not submit reports such as those submitted by Agents to show the number of days on investigative work, etc. If they submitted such reports they would start requesting Special Agents credentials and otherwise assuming a status of Special Agents. The work performed by them is of such an incidental nature that it does not oftentimes have a material effect on the total volume of work handled as reflected in the Monthly Administrative Report.

RECOMMENDATION: That tabulations not be included in the Monthly Administrative Report showing the number of days on duty, on surveillances, and the like, by special employees and that the total days' work performed by such employees not be computed in the tabulations on the Monthly Administrative Report. It is further recommended that the Field Offices be advised and if this is approved, there is attached hereto an

SAC Letter accordingly.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg, recommended unanimously that

52 SEP 10 1946  
Mr. Hendon

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. CLEGG

DATE: AUGUST 27, 1946

FROM : H. L. SLOAN

SUBJECT: FREAK ACCIDENT  
FBI RANGE, QUANTICO, VIRGINIA

2 Please be advised that this afternoon at 4 o'clock, while reloading his revolver behind the barricade on the 50 yard line of the Practical Pistol Course, Mr. WEYMAN C. MIZE, National Academy, dropped a .38 Remington Wad-Cutter Cartridge. This cartridge on striking the pavement exploded, and a small fragment of the cartridge case made a superficial laceration on Mr. MIZE's forehead. Mr. MIZE was taken to the Post Dispensary and no foreign matter was found in the laceration, and he resumed training on the range immediately.

I have never seen an accident of this type occur before. I have never heard of an accident of this type occurring before. None of the firearms instructors at Quantico have ever heard of a similar type accident. Firearms Instructor RUMANS was standing within one foot of Mr. MIZE when the cartridge was dropped. We have seen hundreds of rounds of ammunition dropped by shooters in the act of reloading their revolvers but have never heard of a cartridge exploding on contact with the ground. The pavement on which it was dropped is the same all over the range.

I am submitting herewith the remaining portion and fragments of the cartridge case and the bullet which was found approximately 12 inches from the point of explosion.

It is believed that this will be of interest to the Firearms Identification Section of the FBI Laboratory and the instructors of the Training Division.

I do not believe that a bulletin to the field would be warranted inasmuch as the chance of a recurrence of this accident is so remote.

HLS:des

Attachment

The Executives Conference on August 29, 1946, Messrs, Ladd, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, was of the opinion that the necessity for a Bureau Bulletin with respect to this matter is not indicated in view of the extreme unlikelihood of a recurrence and the fact that no instructions can cover the inadvertent dropping of a cartridge and for the further fact that few offices fire the practical pistol course from paved runways.

EPM:ER

Director's notation: "I agree. H."

RECORDED & INDEXED

66-2554-5386

EX-6

52 SEP 23 1946

**DISADVANTAGES:**

1. Each wide angle lens would cost approximately \$150.00.
2. The rare occasion for the need of such a lens does not justify the cost that would be involved.
3. When the rare occasions arise where the wide angle lens might be considered advisable the Bureau has such a lens available for quick transmission to field offices upon request or they may be obtained from, either on a rental or loan basis, local photographic stores in the community.
4. Additional training would be required in using such lens since special techniques are involved in their use.

**RECOMMENDATION:** Unanimously unfavorable. If this is approved there is attached hereto a letter to the El Paso Office in keeping with specific request for reply.

HHC:PJ *OK*

**EXECUTIVES CONFERENCE CONSIDERATION:** The Executives Conference on September 10, 1946, those present being Messrs. Tolson, Glavin, Ladd, Tracy, Long, Rosen, E. A. Tamm, McGuire and Clegg recommended unanimously unfavorably as to both suggestions.

Respectfully,  
For the Conference

*[Handwritten signature]*  
Clyde Tolson

*[Handwritten signature]*  
E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ *OK*

THE DIRECTOR

9/6/46

THE JOINT COMMITTEE

*Executive Conference*

SUGGESTION #427

EMPLOYEE: LOY C. DAEL

SA, EL PASO FIELD DIVISION

MEMBERS PRESENT: L. V. Boardman R. T. Harbo  
H. H. Clegg E. Scholdt

EMPLOYEE SUGGESTS: I. That each field office be provided with a portrait lens to be attached to the speedgraphic camera to be used in taking photographs of subjects.

ADVANTAGES:

1. It would provide a more professional type of photograph of subjects.

DISADVANTAGES:

1. It would involve additional and unnecessary expense.
2. The portrait lens, according to photographic experts of the Bureau, is for the purpose of doing a professional job, diffusing the light and providing a softer tone to the portrait to make it flattering and therefore salable.
3. The present lens on the camera are proven to be entirely proficient and satisfactory in showing the photographs in the manner in which the Bureau would desire them without any tendencies toward flattery.
4. It is well recognized that photography in law enforcement differs from portrait photography. In the former, exact portrayal effecting all blemishes should appear and in the latter the effect striven for is an artistic one.

RECORDED

RECOMMENDATION:

Unanimously unfavorable

EX-14

INDEXED

66-2554-5387

II. That a wide angle lens be supplied for the speedgraphic camera. The wide angle lens is one which will take photographs of greater width and of even form, closeup photographs and a larger area of the scene of a crime.

ADVANTAGES:

1. They would be beneficial in photographing the scenes of a crime when the area of the scene is so small that adequate distance away from the actual area to be photographed can not be obtained.
2. The wide angle lens photograph would be more acceptable and more in focus than would be the case if individual photographs of sections of the crime scene were made and then an attempt made to piece them together in a panoramic view.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

55 SEP 13 1946



SAC, Phoenix

September 4, 1946

Director, FBI

JUDGE HOWARD C. SPEAKMAN  
FEDERAL JUDGE, TUCSON, ARIZONA

Reference is made to your letter dated August 22, 1946 advising that Judge Howard C. Speakman of Tucson felt that he would be in a better position to pass sentences if he had available to him copies of the investigative reports. Since it would be establishing a precedent and an exception to the general rule the Bureau prefers that the accepted procedure, whereby the Judge would request the Agent investigating the case to make a statement of the facts after a plea of guilty has been entered or after conviction, be followed in that division as it is in most divisions.

HHC:PJ

RECORDED

EX-8

166-2554 5388  
F B I  
SEP 11 1946

Approved by Executives Conference 8/30/46, those present being Messrs. Hendon, Ladd, Nichols, Rosen, Harbo, Tracy and Clegg.

COMMUNICATIONS SECTION  
SEP 6, 1946

ORIGINAL COPY

THE DIRECTOR

7/19/46

JOINT COMMITTEE

SUGGESTION #344

EMPLOYEE: SPECIAL AGENT J. B. DUFFY  
PHOENIX FIELD DIVISION

*X FORM*

EMPLOYEE SUGGESTS: That a form, a sample of which is attached, be approved for the use of Special Agents in submitting information on the development of sources of information.

ADVANTAGES:

1. It would avoid the necessary typing and dictation of a memorandum furnishing background information on new sources of information.
2. The form would insure that all necessary background information was submitted.

DISADVANTAGES:

1. It would be just another form for Agents to remember and carry around.
2. It would lead to a routine type of handling of sources of information.

CONSIDERATION BY THE JOINT COMMITTEE:

MEMBERS PRESENT: H. H. Clegg E. E. Conroy  
R. C. Hendon E. Scheidt

RECOMMENDATION: Unanimously opposed.

RCH:fvk  
Attachment

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously opposed by the Executive Conference on August 9, 1946, with Messrs. Tamm, Long, Hendon, Rosen, Glavin, Ladd, McGuire, Tracy and Hince in attendance.

Respectfully,  
For the Conference

&  
INDEXED

Clyde Tolson

E. A. Tamm

EX-8

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Hendon

COPIES OF ORIGINAL

3482

U S DEPARTMENT OF JUSTICE  
COMMUNICATIONS SECTION

SEP 16 1946

TELETYPE

a  
SAN FRANCISCO FROM WASHINGTON

1

16

3-30 PM

SAC

*Executive Conference*

RE COLONEL LUSE, C. Q. ~~SIERRA~~ ORDNANCE DEPOT TRAINING SCHOOL.

FROM FACTS FURNISHED THE AGENCY DOES NOT APPEAR TO BE TYPE OF LAW  
ENFORCEMENT AGENCY AUTHORIZED TO RECEIVE FBI TRAINING.

HOOVER

END

ACK PLS

RECORDED

&  
INDEXED

337

9-16-46

66-2554-5390

F. B. I.

48 SEP 18 1946

SEP 17 1946

ORIGINAL FILED IN 66-2554-5390

TO : Mr. Glavin

FROM : Enid Morrison

SUBJECT: Public Law No. 575 - 79th Congress

Attached is a copy of Public Law No. 575, 79th Congress, 2nd session, approved July 31, 1946, an act to provide a method for payment in certain Government establishments of overtime, leave, and holiday compensation on the basis of night rates pursuant to certain decisions of the Comptroller General, and for other purposes.

Attention is directed to the fact that this statute refers to employees paid under the forty-hour week statute of March 28, 1934, which is as follows:

"The weekly compensations, minus any general percentage reduction which may be prescribed by Act of Congress, for the several trades and occupations, which is set by wage boards or other wage-fixing authorities, shall be reestablished and maintained at rates not lower than necessary to restore the full weekly earnings of such employees in accordance with the full-time weekly earnings under the respective wage schedules in effect on June 1, 1932: Provided, That the regular hours of labor shall not be more than forty per week; and all overtime shall be compensated for at the rate of not less than time and one half."

Inasmuch as the Bureau has no employees who are paid at rates set by wage boards or other wage-fixing authorities, this Act does not apply to the Bureau.

W.R. Glavin -- dmb

August 14, 1946

The Executive Conference of August 14, 1946, consisting of Messrs. Ladd, Rosen, McGuire, Hendon, Harbo, Tracy and Glavin was advised in detail concerning the provisos of the above-mentioned law.

RECORDED

106-2554-5391  
F B I  
25 61 SEP 17 1946

ORIGINAL COPY FILED IN

COPY:FC

MR. HENDON

September 10,  
1946

*ks*  
DIRECTOR, FBI

FBI NATIONAL ACADEMY GRADUATION  
THIRTY-THIRD SESSION

It is desired that you act as escort for Mr. Arthur H. Sulzberger, of the New York Times, who will deliver one of the principal addresses at the graduation exercises of the Thirty-third Session of the FBI National Academy on Friday, October 4, 1946.

The exercises begin at 11:00 a.m. and you should arrange to have Mr. Sulzberger in Conference Room C of the Departmental Auditorium by 10:45 a.m.

JSR:djb

EX-53

RECORDED & INDEXED  
30

166-2554-5392  
F B I  
61 SEP 18 1946

0  
Approved by the Executives' Conference September 9, 1946.

COMMUNICATIONS SECTION  
SEP 10, 1946

53 SEP 27 1946

INITIALS OF ORIGINATOR

ORIGINAL COPY FILED IN 1-4-7573

SAC, HOUSTON

AUGUST 27, 1946

DIRECTOR, FBI

USE OF ~~PENDING INACTIVE~~ - ASSIGNED FIELD OFFICE ADMINISTRATION

Reference is made to your letter of July 17, 1946 suggesting a change in the procedure in defining delinquent cases for use in compiling monthly administrative reports. The suggestion in your letter has been carefully considered but it is not believed desirable to adopt the suggestion at this time. It is believed that the procedure suggested in your letter would result in increasing the clerical work involved in maintaining administrative records concerning pending cases and delinquent cases. Accordingly you should continue to follow the procedure heretofore employed in computing delinquent cases.

*Executive Conference*

Approved by Exec Conf 8/26/46 - Messrs. Nichols, Ladd, Rosen, Glavin, Tracy, Hendon, Clegg, Harbo.

rth;hd

COMMUNICATIONS SECTION  
SEP 3, 1946

RECORDED  
&  
INDEXED

382

EX-8

166-2554-5393

F E I  
46 SEP 18 1946

56 SEP 25 1946

ORIGINAL FILED - 16 - 5671-77

SAC, Springfield

September 3, 1946

Director, FBI

X Destruction of File Folders*Executive Conference*

a

Reference is made to your letter of July 17, 1946, suggesting that the practice be instituted for destroying the file folder at the time the case is transferred from the pending section to the closed file section instead of waiting until a year has elapsed. This suggestion was previously given careful consideration at the time the present rule was adopted and no change is being made at this time.

For your information, the reason for the present Bureau policy is to avoid the possible need of making up a new file folder in the event the case which has been recently closed is reopened and therefore transferred to the pending file section. Further, any charge-outs from the closed file during the first year after it is closed will be more conveniently flagged by maintaining the folder than by eliminating it during the first twelve-months' period. The likelihood of charge-outs during the first twelve months after a case is closed was found to be somewhat greater than after this period of time.

Since the duplicate serials are removed from these closed files after they are one year old, this also provides a convenient time for the destruction of the folders.

HHC:dru

Note: Approved and recommended by  
Joint Committee, Clegg, Harbo,  
Boardman, and McKee, on 8-8-46.

Approved by Exec Conf 8-29-46,  
those present being Messrs. Ladd,  
Tracy, Nichols, Harbo, Hendon,  
Rosen, and Morgan.

COMMUNICATIONS SECTION  
SEP 4, 1946

RECORDED

INDEXED

307

66-2554-5394  
F B I  
48 SEP 12 1946

56 SEP 30 1946

FILED IN

technical surveillance that the national state of indignation and resentment against the Communists would, in all likelihood, have a strong influence on the disposition of any court in determining whether evidence presented was or was not admissible.

In other words, I believe it is unwise to establish a procedure destroying the evidentiary chain on the theory that in no instance will information from a technical surveillance be admissible evidence. A chronological log prepared at the plant and initialed by the monitor of the call is the best means, in my opinion, to insure the preservation of material of possible future evidentiary value. I think the New York system is a decidedly dangerous one.

Even before hearing boards, it is difficult to believe that information developed through a technical surveillance could be satisfactorily and convincingly presented when the notes (log or message form) of the monitor of a call have been destroyed and he has nothing but a nebulous and tenuous recollection of having been on the plant. This problem becomes particularly acute after a considerable lapse of time and in those instances where Agents may have resigned.

#### SUGGESTION

That this matter be discussed at the Executives Conference with a view to determining whether the New York Office should be permitted to continue its "message form" or whether it should be directed to maintain a chronological log appropriately initialed by employees monitoring calls, such log to be permanently filed in the office.



MR. H. H. OLEGG

9/3/46

E. P. MORGAN

TECHNICAL AND MICROPHONE SURVEILLANCES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-11-86 BY SP6 BJA/ur

Recently there was sent to various offices a suggested procedure for the handling of technical surveillances and material developed there- by, the procedure being substantially that employed in the New York Office. In New York a "message form" is used in lieu of a log, each form referring to a separate call. The following is an excerpt from a memorandum prepared in the New York Office under date of April 10, 1946, indicating the handling of the message form:

"When the message forms are sent to the Agents, and they are dictated on either in reports, letters, or memoranda, these message forms are not destroyed but rather retained until the end of the thirty-day period at which time these same Agents write a letter to the Bureau listing all important information received over that particular technical justifying the retention of the same. If the information or the message form is of no value in justifying its retention, these slips are destroyed and only the valuable ones are retained. As a result, these are considered notes. Once the letter of justification is prepared, the remaining slips are destroyed and the Supervisor then has an opportunity to review the outgoing letter which contains much of the information that is on the message forms."

It is my opinion that the message form (which is destroyed) used by the New York Office breaks the chain of evidence. Apparently such form is the result of the feeling that information developed through a technical surveillance will in no event be admissible evidence; for the New York Office says:

"On practically all microphone surveillances, every effort is made to install them in such a manner that information received therefrom will be legally admissible evidence. As a result, it necessarily follows that this information received therefrom must be handled differently than that received from technicals."

While we are of the opinion that present statutory provisions preclude information developed through technical surveillances from being legally admissible, we by no means can be certain that under conditions of national or international extremism where such information might be needed as evidence (having in mind particularly Communist material) the courts may not well hold that the statutory restrictions are inapplicable. Such a holding could well be predicated on the theory that Congress never intended to protect the privacy of telephone conversations treasonable in character or fostering treasonable conspiracies. It is highly probable that in any instance where we may desire to use against the Communist Party, or Communists, material developed through a

Mr. Tolson  
Mr. C. A. Egan  
Mr. Olegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

EPH:ERG

EX-16  
RECORDED

166-2554-5325  
F B I  
48 SEP 19 1946

ORIGINAL FILED IN 66-2554-5325

September 12, 1946

PERSONAL AND CONFIDENTIAL

Mr. Edward Scheidt  
Federal Bureau of Investigation  
234 U. S. Court House, Foley Square  
New York 7, New York

RE: MESSAGE FROM EMPLOYED INCIDENT TO  
TECHNICAL SURVEILLANCES, NEW YORK OFFICE

Dear Sir:

Careful consideration has been given at the Bureau to the manner in which the so-called "message form" is employed in the New York Office incident to processing material developed through technical surveillances. It appears that this form is destroyed in your office, no original or other contemporaneous record of conversations being maintained in the files of the office.

Apparently this procedure is an outgrowth of the belief that unlike microphone surveillances it is unnecessary to insure that material developed through technical surveillances be preserved for possible future use as evidence. While existing statutory provisions may suggest the improbability of technical surveillance data being admissible as evidence, the Bureau can by no means be certain that under conditions of national or international extremism where such information might be needed as evidence the courts may not well hold that the statutory restrictions are inapplicable.

It is, accordingly, desired that your office immediately take the necessary steps to insure that material developed through technical surveillances installed by your office is preserved as of possible evidentiary value in the same manner as is presently done in the case of microphone surveillances. I desire to be advised as to the steps taken by you consistent with the foregoing observations.

Very truly yours,

DECLASSIFIED BY *SP 6 BJA/ljr*  
ON *7-11-86*

John Edgar Hoover  
Director

COMMUNICATIONS SECTION  
SEP 13, 1946

NOTE: Approved Executives Conference 9/5/46  
those present being Messrs. Tolson,  
Glavin, Tracy, Nichols, Tamm, Hendon,  
Ladd, Long, Rosen and Morgan.

EPM:ER

1946

OFFICE MEMORANDUM

STATES GOVERNMENT

TO : MR. CLEGG

FROM : J. A. CARLSON

DATE: 9/6/46

SUBJECT: NATIONAL ACADEMY  
JOHN WILSON BAKER, APPLICANT, SELMA, ALABAMA

SAC Abbaticchio called and in your absence I talked to him. He stated that Baker is a sergeant on the Selma, Alabama PD. His application has been submitted to the Bureau for his attendance at the January, 1947, session.

During the course of the investigation it was learned that in 1939 when he was employed by Sears Roebuck and Company that he was caught by a shopper putting 30¢ into his pocket. He admitted to Sears Roebuck and gave a signed statement to the effect that he had taken over a period of time approximately \$45. He was then fired by Sears Roebuck. The investigation indicated that his record has been good since that date. He was employed by the Southern Railroad and has been on the Selma PD for about a year and one half. He is third in command and handles all the money. Baker has stated recently that he only took the 30¢ and was told that if he gave a signed statement admitting the taking of \$45 he would not lose his job at Sears Roebuck.

Mr. Abbaticchio said that even though he has been cooperative and his record good since that date he is not in any way recommending that the Bureau take him, but if the Bureau would not consider approving his application he would suggest that the application be withdrawn. He felt this was the most diplomatic way to handle this situation.

Mr. Rogers was in your office when the call came in and I discussed briefly the facts with him. Mr. Rogers recommended that Baker withdraw his application as he felt sure that he was not the type of individual we should have in the National Academy. Abbaticchio was so advised. Mr. Abbaticchio stated again that he did not want the Bureau to feel that he in any way was recommending Baker for the National Academy.

jac;hd

ADDENDUM: 9/12/46. The Executive Conference on 9/9/46, Messrs. Tolson, Glavin, Tracy, McGuire, Ladd, Long, Rosen and Clegg being present, considered the above matter and unanimously agreed that in view of the fact that this individual was dismissed by Sears Roebuck on the basis of admitted thefts, he should not be considered acceptable and SAC Abbaticchio is being advised by the attached letter. HHC:HD

EX-10 67

66-2554-5396  
FBI  
43 SEP 17 1946

## OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. H. H. CLEGG

DATE: 8/15/46

FROM : E. P. MORGAN

SUBJECT: IN-SERVICE SCHEDULE

One hour is presently allocated for a lecture on "Value of Supervision and Coordination in Intelligence and Other Investigations." This period was designed for a discussion of the supervisory, administrative, and organizational deficiencies revealed by and contributing to the Pearl Harbor disaster, relating such deficiencies to the Bureau's work in such manner as to preclude a likelihood of similar mistakes by the Seat of Government and field offices.

Yesterday, August 14, I gave this lecture for the first time. It is not possible in one hour to scratch the surface of this subject to say nothing of giving it adequate treatment. At least three hours is necessary to make the lessons of Pearl Harbor meaningful to our own Agents.

With this in mind, it is noted that two hours of the present In-Service curriculum are devoted to the subject "Inspection of Equipment." This period is something of a hold-over from the last In-Service course because of the importance which the subject properly warrants.

However, failure of an inspection system was one of the cardinal shortcomings in the Army and Navy establishments giving rise to Pearl Harbor and it is believed the matter of inspections can adequately and better be woven into the lecture "Value of Supervision, etc." than at any other point in the In-Service curriculum.

RECOMMENDATION

That the lecture "Value of Supervision and Coordination in Intelligence and other Investigations" be increased from one to three hours; and the title be changed to "Supervisory, Administrative, and Organizational Principles Controlling Investigations."

That the two-hour period on "Inspection of Equipment" be discontinued inasmuch as proper inspection methods and procedures can be covered in the recommended three-hour lecture mentioned above.

cc: Mr. J. S. Rogers

EPM:ER

RECORDED  
FBI  
61 SEP 20 1946

8-19-46 - Approved by the Executives Conference on 8/19/46, Messrs. Ladd, Harbo, McGuire, Hendon, Tracy, Glavin and Morgan being present. epm;hd

ORIGINAL COPY FILED IN

THE DIRECTOR

THE JOINT COMMITTEE

9/18/46

SUGGESTION #393

EMPLOYEE: T. E. NAUGHTEN  
INSPECTOR, SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg  
R. T. Harbo

L. V. Boardman  
E. Scheidt

EMPLOYEE SUGGESTS:

That when in the future charge-out slips are printed in the Bureau to replenish the present supply, the entire detailed information be dropped approximately three quarters of an inch so that the date will be easily legible and will not be concealed by the acco fasteners. An examination of the form indicates that this can be done approximately to the extent suggested and the following recommendation is made:

RECOMMENDATION: Unanimously favorable.

HHC:PJPf.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 19, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan, favored this suggestion.

EPH:LR

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED & INDEXED

125  
- 31

166-2554-5398

29 SEP 1946

cc - Mr. Hendon

55 SEP 25 1946

THE DIRECTOR

September 19, 1946

The Executive Conference

VIOLATIONS OF FEDERAL LAWS REFERRED TO DEPARTMENT  
FOR AUTHORITY TO INITIATE INVESTIGATIONS

The Executive Conference, on September 18, 1946, with Messrs. Rosen, Nichols, Harbo, Morgan, Q. Tamm and Ladd present, was advised of the present Bureau policy with reference to the handling of bribery cases and to the Director's comments with relation thereto.

The conference was advised that the present policy in bribery cases is as follows:

Bribery cases growing out of War Frauds, which cases are handled by the War Fraud Section of the Department, are referred to the Department for approval prior to conducting an investigation in line with the agreement between the Bureau and the Department with relation to the handling of all war fraud cases. Other bribery complaints are handled by the Bureau without referral to the Department except in cases where the individual involved is a high placed administrative official, such as a Congressman, etc. in which event the facts are submitted to the Department for approval prior to authorizing the investigation, this being done for the protection of the Bureau.

The conference was advised that it was believed that this policy should be continued in view of the fact that in those cases which the Bureau desired to get into it was possible to conduct immediate investigations and in those cases involving high placed officials, it was possible to refer them to the Department as a matter of policy for the protection of the Bureau.

The conference was unanimously in favor of continuing the present policy.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

56 SEP 25 1946  
Mr. Rosen

RECORDED  
INDEXED

THE DIRECTOR

September 17, 1946

THE JOINT COMMITTEE

SUGGESTION #391

EMPLOYEE: JOHN B. O'LEARY  
SA, PHOENIX DIVISION

MEMBERS PRESENT: H. H. Clegg L. V. Boardman  
R. T. Harbo E. Scheidt

EMPLOYEE SUGGESTS: That there be instituted and maintained in each field office a 3x5 index system containing on each card the identity of the peace officers on the "list of field offices" now maintained in each field division.

ADVANTAGES:

1. Corrections would be easier made.
2. Preparation of the annual lists to be forwarded to the Bureau would be simplified.

DISADVANTAGES:

1. Corrections are now made on the list which is typed up as required and this proposal would merely supplement the list with an additional index card device both of which would have to be maintained.
2. The list of peace officers would have to be forwarded to the Bureau in the same manner; thus, there would be no saving but rather an additional amount of work would be involved in preparing a card on each officer with unnecessary expenditure and clerical effort.
3. The proposal really amounts to maintaining two mailing lists with identical information instead of one.

RECOMMENDATION: Unanimously unfavorable.

HHC:PJS

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on September 19, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm and Morgan, opposed this suggestion.

Respectfully,  
For the Conference,

RECORDED & INDEXED  
Clyde Tolson

E. A. Tamm

EFH:ER

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Mr. Cady

cc - Mr. Hendon, Mr. Clegg

SEP 30 1946



THE DIRECTOR

September 13, 1946

THE JOINT COMMITTEE

SUGGESTION #388

EMPLOYEE: SA DALLAS A. JOHNSON  
SAN ANTONIO DIVISION

MEMBERS PRESENT:

L. V. Boardman  
H. H. Clegg

R. T. Harbo  
E. Scheidt

EMPLOYEE SUGGESTS: That the 25 most important old fugitive cases should be selected by the Bureau and concerning them a project undertaken to check the records of Selective Service Boards in the United States on the theory that these individuals may have registered using their correct birthdate and the search would primarily be made by date of birth. When individuals with identical birthdates were found to be registered, the registration card would then be checked for items of additional descriptive data including scars, marks and other characteristics, and investigations conducted to determine if the registered person was identical with the subject.

The Selective Service Supervisor points out that as there were over forty million registrations it would not appear that this program would be feasible and justify the amount of investigative time expended, and there appeared to be no reason to believe that a fugitive who concealed his true name would not also have concealed his true date of birth. The Committee adopted this view and made the following recommendation: Unanimously unfavorable, particularly since the Agent who made the suggestion pointed out that in his office the amount of time involved in making this check would involve 30 Agent's days' work.

HHC:PJ

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 13, 1946, those present being Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan, were opposed to this suggestion.

EFH:MR

Respectfully,  
For the Conference

Clyde Tolson

RECORDED

INDEXED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

56 SEP 25 1946

EX-6  
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66-2554-5401



THE DIRECTOR

September 20, 1946

THE EXECUTIVE CONFERENCE

USE OF FBI RADIO BY CALIFORNIA AGENCIES IN MAKING INQUIRIES  
CONCERNING LABORATORY EXAMINATIONS

lc  
On September 19, it was brought to the attention of the Conference, composed of Messrs. Q. Tamm, Morgan, Rosen, Ladd, and Harbo, that occasionally local law enforcement agencies in California use the State teletype in communicating with the San Diego Office for transmittal to Washington headquarters of inquiries pertaining to Laboratory examinations. The Bureau letter to San Diego authorizing this procedure with reference to criminal identification matters did not make any reference to Laboratory examinations. However, it was felt by the Conference that there was no particular justification for distinguishing between identification matters and Laboratory examinations and that therefore such inquiries should be accepted for transmittal by radio. Also it was felt that the replies should be by means of the same communications setup unless the subject matter in an individual case indicated the undesirability of such a procedure, since the radio transmission is in plain text form.

During the past month there have been only three such inquiries concerning Laboratory matters. In view of the possibility of the radio facilities being curtailed at San Diego and at Washington it was not believed that any encouragement should be given to local agencies to employ the radio in making Laboratory inquiries.

If the Director approves, the Laboratory will follow the procedure indicated above and no specific instructions will be furnished to the San Diego Office.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg  
Mr. Hendon

RTH:AF

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

RECORDED

EX-27  
VPH

66-2554-5402  
20 SEP 21 1946

THE DIRECTOR

EXECUTIVES CONFERENCE

IN-SERVICE LECTURE: "LESSONS LEARNED  
FROM MAJOR BUREAU CASES"

The present In-Service curriculum calls for a one-hour lecture in Washington during the second week on the subject "Lessons Learned from Major Bureau Cases," the same being a discussion of the facts, techniques, and lessons derived from a study made of the major cases handled by the Bureau. It is noted, however, that incident to the practical case work at Quantico virtually all the lessons derived from major Bureau cases are brought into play incident to the instruction and discussions.

At the present time no provision is made in the In-Service curriculum for a lecture on the Bureau's police training program and police conferences.

The Conference on September 18, 1946, with Messrs. Ladd, Rosen, Harbo, Quinn Tamm, and Morgan in attendance, accordingly recommended that the one-hour subject "Lessons Learned from Major Bureau Cases" be incorporated in the major case treatment at Quantico, which is now substantially the case, and this period devoted to a lecture and discussion on "Police Training."

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon  
Mr. Rogers

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Harbo  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

BFL:ER

RECORDED  
&  
INDEXED

EX - 14

5403  
2/10

THE DIRECTOR

9/19/46

EXECUTIVES CONFERENCE

FBIRA PISTOL CLUB

At the present time an FBIRA Pistol Club is organized with arrangements for members to shoot during their lunch hour at the Armory and during the evenings from 5:30 to 6:30 on the indoor range at the Justice Building. Mr. Sloan has referred to the present unsatisfactory type of gun available for use by the Pistol Club and has pointed out that it is only a matter of time until one of the members of the Club will have an accident.

The Conference also considered certain difficulties presently being experienced in locating a sufficient number of firearms experts in the Washington Field Office to proceed to the Armory at the noon hour for the purpose of supervising the shooting by members of the Club. It has been noted that official assignments on the part of these men often make it extremely difficult, if not altogether impossible, for them to be present at the Armory at the time designated.

Considering particularly the difficulty in securing proper firearms, the Executives Conference on September 19, 1946, with Messrs. Ladd, Rosen, Harbo, Quinn Tamm and Morgan in attendance, recommended that actual shooting by the Pistol Club be temporarily discontinued until such time as the FBIRA is able to secure firearms of a type best designed for use by the Pistol Club.

EPM:DA

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg  
Mr. Hendon

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECORDED

INDEXED

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EX-14

66-2554-5404

THE DIRECTOR

September 16, 1946

THE EXECUTIVE CONFERENCE

IDENTIFICATION RECORDS

12  
The Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Harbo, Nichols, Clegg, Ladd, Rosen and Quinn Tamm being present, considered a letter transmitted by the Special Agent in Charge of the Cincinnati Field Division in which he advised that the United States Attorney for the Southern District of Ohio had requested copies of criminal records obtained as a result of the search of fingerprint cards submitted by the United States Marshal. Because of the new Federal procedure it is noted that the United States Attorney also requested that his copies be furnished to his office Air Mail Special Delivery.

The Conference feels that this is a growing problem throughout the field and is not isolated to the Cincinnati Field Division. The question of furnishing copies of criminal records to the United States Attorneys has previously been considered and has not been adopted. It is noted that this was the practice of the Bureau years ago but was discontinued because they were unable to identify the records in their files and they served of no purpose. The present procedure is for us to furnish copies to the United States Marshal and he is supposed to furnish the United States Attorneys with copies when they are required.

The Conference recommends, because of the Federal procedure, all fingerprint cards received from the United States Marshal be handled "special" in the Identification Division, thus giving them preference over all other types of fingerprint cards which may be received. It is noted that at the present time these cards are given the same preference as arrest cards received from law enforcement agencies. It is further recommended that copies to fingerprint cards received from the United States Marshal be forwarded to those districts east of Pittsburgh, Pennsylvania and south of Charlotte, North Carolina by Air Mail.

Mr. Tolson \_\_\_\_\_ If you approve, there is attached hereto a memorandum to the Identification Division re instructing them. There is also attached a letter to the Agent Cincinnati advising him of the new procedure to be may advise the United States Attorney.

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Piper \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

RECORDED

Clyde Tolson

E. A. Tamm

55 SEP 25 1946

10. The expense and the amount of time involved in holding and developing these conferences is such that as a practical measure it would probably be to the Bureau's advantage financially and from a standpoint of manpower to discontinue the conferences entirely.

#### DISADVANTAGES:

1. Conferences are primarily scheduled for the benefit of law enforcement executives and officials.
2. Conferences should be a medium for discussing the overall picture of law enforcement for a given area to include new techniques and methods as well as deficiencies and needs generally.
3. Police Training Schools are set up for the primary purpose of actually teaching individual officers, from the lowest to the highest rank, details in police methods and procedures rather than the needs of the law enforcement agencies.
4. It is pointed out that one of the more interesting Conference programs included the subject of "Training for Law Enforcement Officers." This Conference subject outlined in detail the types of training available and the general mechanical setup of an FBI sponsored training school. As a result of the Conference program, schools were later scheduled for several of the police agencies. The Conferences thus promote schools but are not schools themselves.
5. It is again pointed out that other agencies are interested in Law Enforcement Conferences as well as the training of Law Enforcement Officers and the Bureau should dominate the entire field.
6. The continued holding of the Conferences provides a way whereby new SACs can become acquainted with law enforcement officers in their territory which can not be accomplished by any other means.
7. SAC Ellis, for example, going to Charlotte has inquired if he might increase substantially the number of conferences previously held in that division in order to permit him to become better acquainted at a shorter period of time with less expense and with less time involved.
8. It will be recalled that shortly before these conferences were inaugurated, Secret Service and Treasury Agencies were attempting to hold and did hold in certain places so-called law enforcement coordination programs with scheduled fish fries at Lake Lure near Ashville with definite meetings of this type held in Columbia and other points. This was before the war and there are further indications of a continuing interest in this direction which can not gain ground because of the Bureau's conferences. Further, Mr. Homer Garrison of the Texas Department of Public Safety has stated that when the Bureau gave up its Law Enforcement Conferences the Texas State Police would take them up and continue under their own sponsorship. There are indications that in other States similar steps will be taken by outside organizations. Thus, today

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

the Bureau retains unquestioned leadership throughout the nation which is a status that should be maintained.

9. The expense of abolishing the Conferences, and that is the gist of the suggestion, would entail lengthy trips by SACs calling on Police Chiefs and it would take weeks to contact all Police Chiefs who would regularly attend Law Enforcement Conferences and on such occasions the opportunity for the SAC showing qualities of leadership is practically non-existent; thus, it is believed that without them the SAC would be absent from his field office headquarters a much greater length of time than is now necessary.
10. There is a substantial body of Law Enforcement Officers who are repeatedly indicating their intense interest in these conferences and the abolition of the conferences would be a keen disappointment to this group.

RECOMMENDATIONS: (1) The invitations to police executives to attend this conference would go out in the usual manner and by this means a conference could be held simultaneously with a portion of regularly established police training schools in the division. It was not believed, however, that this should be mandatory but left to the discretion of the SAC since some SACs at this time are holding Law Enforcement Conferences in conjunction with Police Chiefs' Conventions and with others in connection with police training programs in their own territory. It was pointed out by the members of the Committee unanimously that due to the possibility of future emergencies that this machinery for coordinating and enlisting the cooperation of local police should not be abolished or diminished particularly at this time.

(2) It was recommended that field offices be informed that it is entirely agreeable for them to set aside certain periods during police schools held in the field for the FBI Law Enforcement Conference and that letters of invitation be extended to those Chiefs who are not in attendance at the Departmental and Zone Schools in that area, inviting them to be present for the Law Enforcement Conference which would coincide with a portion of the Police Training School. On such occasions there might be the graduation exercises with a distinct guest speaker and the delivery of diplomas as a part of the exercises. Similarly SACs can be informed that it is agreeable to hold these conferences as a part of the regular Police Association Meetings. Both of these practices are being followed in some offices at present and Mr. Suran who submitted the suggestion indicated that this would be entirely agreeable to him. Those offices where there are new Agents in Charge might prevail to hold separate conferences; therefore, it was believed that conferences should continue as at present with the above advice going to the SACs. Those favoring this suggestion were Messrs. Harbo, Schoidt, Boardman and Glegg unanimously.

(3) It was recommended that at the end of the present year this matter be again considered particularly in view of the fact that in numerous offices the attendance has declined and it is felt that

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



following the next series it would be appropriate to again consider the entire question. Those in favor of this suggestion were Messrs. Scheidt, Boardman and Harbo. Opposed - Mr. Clegg.

HHC:PJ *pg*

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on September 16, 1946, those present being Messrs. Tolson, Q. Tamm, Glavin, Harbo, E. A. Tamm, Rosen, Ladd and Clegg, considered the above matter. Mr. Clegg recommended that the conferences continue as at present, to be held twice each year; that it be permitted that the conferences be held in connection with Police Chiefs and Sheriffs' Associations and in connection with FBI Schools or separately at the discretion of each SAC. All other members of the conference recommended that the conferences in the future be held annually instead of semi-annually and that it be permitted that they be held in connection with Police Association Meetings and FBI Schools or separately as the SAC desires.

Respectfully,  
For the Conference

Clyde Tolson

E. A. Tamm

*I will go along with majority but I think we should keep check here of each Division so Sacs will not be a law unto themselves. There must be central approval & control.*

*H.*

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Hendon  
Mr. Clegg

HHC:PJ *pg*

THE DIRECTOR

9/9/46

THE JOINT COMMITTEE

SUGGESTION #387

EMPLOYEE: R. O. SURAN  
SAC, EL PASO

*Executive Conference*

MEMBERS PRESENT:

L. V. Boardman  
H. H. Clegg

R. T. Harbo  
E. Scheidt

EMPLOYEE SUGGESTS:

That FBI Law Enforcement Conference Programs be consolidated with the Bureau's Police Training Programs.

ADVANTAGES:

1. Programs at Law Enforcement Conferences have been in the nature of police instruction in the various fields of law enforcement with the exception of one of Mr. Suran's series of conferences, the theme of which was juvenile delinquency.
2. SAC Suran has detected a trend in attitude concerning Law Enforcement Conferences as indicated by the fact that of the 103 law enforcement agencies in the district, only 58 heads of agencies attended his last series of conferences, though there was an agency representation of 36.1 per cent.
3. SAC Suran is convinced that there is not the real interest on the part of local law enforcement agencies in the conferences as there was during the war.
4. Officers in attendance can be divided into three groups:
  - (a) Those having a sincere interest in the conferences--in the minority.
  - (b) Those who feel they must send a representative so that it would not appear that they are unwilling to cooperate with the Bureau--in the majority with (c).
  - (c) Those who attend because of a close personal relationship with the Agent covering the particular district in which the officer is located--in the majority with (b).
5. Though 13 conferences are held in each series, in the El Paso Division, it is necessary for some officers to travel more than 100 miles. Some of these officers are of the opinion that this distance is too great to travel for three or four hours of police instruction each six months.
6. It is preferable to have these officers travel these long distances to attend a week or 10 days period of instruction in police training in a regular Police School.
7. The Bureau's position of leadership in police training will be maintained and the same objectives accomplished if consolidation is effected.
8. The invaluable contacts with law enforcement officers which have resulted from the Police Conferences would be improved by full concentration on Police Schools.
9. Even greater publicity derived from Police Training Schools in a particular city.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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5406



approval of the Bureau. This approval should be requested in a letter furnishing the background data requested above and no further action should be taken regarding his development until Bureau approval has been received.

#### WHEN BACKGROUND INFORMATION SHOULD BE SUBMITTED TO THE BUREAU

Information concerning a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be submitted to the Bureau when he has displayed his ability to furnish information by doing so and there are reasonable grounds to believe he will continue to furnish information except in the development of Communist informants which should be handled in accordance with the last preceding paragraph.

#### MANNER OF SUBMITTING INFORMATION TO THE BUREAU REGARDING INFORMANTS

1. Background information regarding confidential national defense informants is to be submitted to the Bureau by individual letter on each informant. Data concerning confidential general investigative informants should not be forwarded to the Bureau except in instances when the informant will be utilized frequently enough to justify giving him a permanent symbol number.
2. This letter should be properly captioned to indicate the classification which is being given to the informant, his true name and the symbol number assigned to him.
3. Correspondence regarding more than one type of informant should not be included in a single communication.
4. All communications concerning CONFIDENTIAL INFORMANTS should be transmitted under confidential cover.

#### SUBMISSION OF REPORTS AND CORRESPONDENCE CONTAINING INFORMATION FURNISHED BY INFORMANTS

If the reports submitted by informants are of sufficient importance to warrant transmitting them to the Bureau immediately, they should be transmitted in

duplicate with a cover letter which specifically indicates what action is contemplated by the field office regarding the information set forth in those reports. If such reports concern violations or individuals not related, they should be transmitted by separate cover letters so that the information may be appropriately handled at the Bureau.

#### DEVELOPMENT OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

1. Each field division should develop and maintain CONFIDENTIAL NATIONAL DEFENSE INFORMANTS concerning all organizations and individuals within its territory which are inimical to the internal security.
2. It is of course impossible to establish any given set of rules or fixed methods of procedure in the development of confidential informants. It is believed that the success of this important work will depend entirely upon the initiative of the individual Agents and Special Agents in Charge.
3. In order to secure first-hand information concerning various subversive movements which may affect the internal security of the United States, it is necessary that informants be developed within the membership of those groups.
4. Informants of this type should not be approached until careful discreet inquiry has been made concerning their general background and reputation. In other words, it should be definitely ascertained that these individuals are no longer loyal to the group with which they are affiliated and that they have some definite reason for cooperating with the FBI.
5. Each Agent in his daily contacts and interviews should bear in mind that every individual he interviews is a potential informant. If he contacts that individual on more than one occasion and receives valuable information, in other words if he assures himself that the individual is able to produce and will continue to do so, he should make appropriate inquiry concerning the individual's background and reputation, and his name with background information should be submitted to the Bureau.

### SEMIANNUAL REPORTS

In order that the Bureau may be currently advised of the activities of the various divisions in the development and maintenance of reliable CONFIDENTIAL NATIONAL DEFENSE INFORMANTS a report must be submitted to the Bureau semi-annually on the 20th of June and December reflecting the total number of informants developed by each field office, broken down into the following:

1. Number of informants regarding German activities.
2. Number of informants regarding Italian activities.
3. Number of informants regarding Communist activities.
4. Number of informants regarding Japanese activities.
5. Number of informants regarding activities of other nationalistic groups.
6. Number of informants regarding general un-American activities not falling within the first five groups.
7. Total number of CONFIDENTIAL NATIONAL DEFENSE INFORMANTS developed by the division (the total of Items 1, 2, 3, 4, 5 and 6) subdivided to reflect the number that are Negroes.

### DISTINGUISHING BETWEEN CONFIDENTIAL INFORMANTS AND SOURCES OF INFORMATION

The identity and background information concerning sources of information should not be submitted to the Bureau for it is not desired to maintain records at the Seat of Government concerning the identity of the various sources of information developed in the field.

In distinguishing between CONFIDENTIAL INFORMANTS and sources of information, it might be well to point out that a member of a subversive organization who is furnishing information regarding the activities of the organization, and who

does not desire under any circumstances that his identity or relation with the Bureau be generally known, should be considered as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT, whereas on the other hand, a president of a local bank who, in the course of his usual business, receives information regarding a subversive organization but who does not desire that his identity be concealed and who does not care whether any person knows that he furnished information to the Bureau, should be considered as a source of information.

#### BUREAU POLICY

1. In view of the fact that the Bureau does not have jurisdiction over the investigation of intelligence matters on Army and Navy reservations, establishments, etc., it is not desired that CONFIDENTIAL NATIONAL DEFENSE INFORMANTS be established among Army or Navy personnel or in Army and Navy reservations, establishments, etc., unless the field office is specifically instructed to do so by the Bureau. The instructions contained in this paragraph do not apply to CONFIDENTIAL GENERAL INVESTIGATIVE INFORMANTS.
2. An individual to be classified as a CONFIDENTIAL NATIONAL DEFENSE INFORMANT should be actually engaged in obtaining and furnishing information to the Bureau.
3. All confidential informants should be specifically advised that they are in no manner representatives of the Bureau and they should be impressed with the confidential relationship which must exist and with the importance of never under any circumstances divulging their connection with the Bureau.
4. No information should be divulged to informants concerning any of the Bureau's projects or confidential undertakings.
5. It must be carefully explained to all Confidential National Defense Informants that any steps which they take in connection with joining any organizations must be on their own initiative and responsibility, and that such cannot be sanctioned by the Bureau. They should also understand the Bureau will not be

able to be of assistance to them should their efforts to become affiliated with or actually joining an organization result in embarrassment for them at some future time.

#### PAID CONFIDENTIAL INFORMANTS

If it is found necessary to reimburse certain informants for the information furnished and it is believed that the information furnished by these informants is of sufficient value to warrant regular payments, you are authorized to expend an amount not to exceed \$10.00 per month or \$2.50 per week without prior Bureau authority. In every instance where regular payments exceed this amount it will be necessary for the SAC to make a recommendation to the Bureau as to the amount of money to be paid the informant and prior Bureau authority obtained. If background information has not previously been submitted to the Bureau, it must be furnished in the letter requesting authority to pay the informant.

It is the definite responsibility of each SAC to closely supervise the activities of all informants in his division. When payments are authorized by the Bureau, the SAC should definitely assure himself that full value is being received.

If at any time it appears that the information produced by the informant is not commensurate with the payments being made to him the payments should be immediately discontinued or adjusted accordingly and the Bureau should be promptly advised. Each informant should distinctly understand that he is not to represent himself as having any connection with the Bureau, and further that any information obtained by him should be secured through his own initiative.

Where payment to an informant has been authorized for a definite period of time, it will be necessary for the SAC to advise the Bureau at least two weeks in advance of the expiration of the period for which payment has been authorized as to whether the services of the informant are to be continued. At that time, if the SAC wishes to continue the use of the confidential informant, it will be necessary for him to make a definite recommendation concerning the amount of remuneration to be paid the informant, and to furnish the Bureau with a brief summary of the information which the informant has developed.

It should also be impressed upon all Bureau informants that they should furnish information exclusively to the Federal Bureau of Investigation.

In specific instances in which it is necessary and expedient to expend money to obtain information concerning matters or persons under investigation which is not otherwise obtainable the SAC may approve payment of an amount up to \$50.00 to an informant for information submitted. The blue slips reclaiming these payments must clearly and accurately explain the circumstances and summarize the information obtained so the Bureau will be in a position to intelligently pass such blue slips for payment. This applies only to persons who are not being paid regularly as confidential informants. Authorization is given by the Bureau to pay certain informants on a regular basis and in some instances approval is given to pay the expenses of these informants up to a specific amount. If any extraordinary expenses are incurred in operating regular paid informant which expenses are more than that for which approval has been given, specific Bureau authority must be obtained.

#### INDEX CARDS

A 3" x.5" index card shall be maintained for each confidential informant containing the following information:

1. Name
2. Address
3. Symbol number. Symbol numbers are to be assigned Confidential National Defense Informants and to Confidential General Investigative Informants when the latter will be utilized frequently enough to justify giving them permanent symbol numbers. The symbol number used could be the abbreviation used in teletypes for each office; e g., Albany AL-64. In no instance should any Informant be advised of the symbol number or other term utilized by the Bureau to hide his real identity. In the event a confidential national defense informant has been convicted of a felony, it will be necessary when such an informant is designated by a symbol to place the letters CR before his symbol.

4. Types -- G - General Investigative Informant  
ND - National Defense Informant
5. Place of employment
6. Date of original contact
7. Type of information; e.g., houses of prostitution, "shady" pawn shops, German activities, Italian activities.
8. Remarks - e.g., should be contacted only by Agent John Black, compensation. The name of the Agent developing the informant should be set forth. Other information such as instructions on contacting, compensation, etc., should be included.
9. Reliability - e.g., brief background information.
10. File number - The number of the file in which more detailed information is contained concerning the informant.

SAMPLE - INDEX CARD

Name: DOE, JOHN HENRY	Symbol No. KC-42
Address: 1671 Greet St., White City, Mo.	Type ND
Position and Place of Employment: Janitor, Marine Institute Building, 678 Pine Street, White City	Date of Original Contact 1-16-43

Type of information: Activities concerning the Communist Party. Member of Communist Party and Janitor of building where Communist Party offices are located.

Remarks: Agent Black should contact Doe.

Reliability and background: Trustworthy - honest. Information to date accurate. Doe is member of Branch 13 of the Communist Party and is very friendly with James Smith, State Secretary of the Communist Party. In his position as janitor of building where Communist Party offices are located, he has access to the Communist Party

(Sample - Index Card continued)

offices. Doe born White City, 1-13-03, has resided there continuously. Has high school education, formerly employed as bank messenger with National City Bank, 1928 to 1939. Present employment 1939 to date. Married, 2 children. No criminal record.

File No. 66-126

### INDICES

Three indices, preferably in an Agent's office, shall be maintained in the field office available to all Agents.

1. Confidential General Investigative Informants shall be maintained in the file subdivided first by states, then by towns, then by information, when desirable and arranged alphabetically by names.
2. Confidential National Defense Informants shall be maintained in the file subdivided first by states, then by towns, then by type of information, when desirable and arranged alphabetically by names.
3. Confidential Informants Symbol File shall be maintained using an index card arranged alphabetically by symbol and then by number. Any symbols which consist of fictitious names should be filed alphabetically behind the regular numerical symbol index.
4. The names of confidential informants should be indexed in the general field office indices in the same manner as any other name.

### CONTACTING INFORMANTS

In the event any informants should be contacted exclusively by a specified Agent of the field office, the cards pertaining to them should be kept in the exclusive possession and under the personal supervision of the Special Agent in Charge. In such cases, reference cards should be placed in the appropriate index, which reference cards should show the location of the informants



and the type of information which they may be able to furnish and the further information that the cards pertaining to the informants are under the exclusive, personal supervision of the Special Agent in Charge.

In the event there are any limitations upon the contacting of an informant, such limitations or restrictions should be reflected upon the index cards.

#### RECONTACTING

Informants shall not be recontacted more frequently than every thirty days without authority from the Special Agent in Charge. They should not be contacted promiscuously or openly.

#### DISCONTINUING SERVICE

1. When the services of any informant are discontinued, the symbol card shall be marked "Canceled." The name cards shall be destroyed.
2. The symbol card shall be re-filed in numerical order in the symbol card file. The symbol number shall not be subsequently reassigned to another informant.
3. The Bureau should be advised of the discontinuance of all general investigative and National Defense informants who have been assigned symbol numbers.
4. The Special Agent in Charge shall maintain all informant indices in a current status at all times.

#### RELIABILITY

The Special Agent in Charge should be kept advised as to the reliability of an informant.

### REPORT WRITING

Informants may be designated in the report by symbol and/or number. When the Bureau has been previously advised concerning the identity of an informant, it is not necessary to reflect his identity on a separate sheet of paper attached to the report. Where this has not been done, the individual should be given a "T" symbol in the body of the report and his identity should be reflected on a separate sheet of paper attached to the report. An explanation concerning the reasons for so designating him should also be contained on the separate sheet.

### ADMINISTRATIVE HANDLING OF INFORMANT FILES

Individual files on confidential informants may be maintained if desired but they should be carried as dead files and are not to appear on the monthly administrative reports. Written reports submitted by Confidential National Defense Informants should be placed in a separate section of the administrative file relating to the particular informant. Excerpts from the reports are to be included in the regular investigative case report when information of value is submitted. The informants should be encouraged to submit their reports in duplicate in order that the duplicate copy may be filed in the appropriate case file. In those instances where informants supply data orally which is reduced to memorandum in the office, a copy of this memorandum should also be filed in the appropriate section of the administrative file relating to the particular informant.

## CONFIDENTIAL INFORMANTS

**DEFINITION** - A confidential informant is an individual who furnishes information to a representative of the Bureau but whose identity must be protected because, first, of his desire to remain secret; second, because of the nature of the information furnished; third, because investigative expediency indicates that his identity should not be revealed to any person outside of the Bureau.

### **TYPES -**

1. Confidential General Investigative Informants - Those who can and do supply information of value within the general criminal investigative jurisdiction of the Bureau.
2. Confidential National Defense Informants - Those individuals who can and do supply information to the Bureau concerning national defense and internal security matters.

### ESTABLISHING RELIABILITY AND REPUTATION OF CONFIDENTIAL NATIONAL DEFENSE INFORMANTS

C.N. 263,670  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-11-86 BY sp6  
BJR/jvc

The full responsibility for establishing whether an individual possesses a criminal record rests with the Field. Before an individual is designated and carried as a regular confidential informant in the Field Office, the following steps should be taken:

1. The Field Office files should be checked for any information regarding him and to determine that he is not the subject of a pending investigation.
2. Appropriate discreet inquiries should be made to secure information concerning his background, patriotism, reliability, integrity and general reputation in the community.
3. Information should be obtained concerning his personal history including his first name, middle name and surname; date and place of birth; past and present business connections; trustworthiness and loyalty; credit and criminal record.

4. No contact should be made with a prospective Confidential Informant concerning the investigation of Communist matters without prior

JDD:EW 8/29/46 - Approved by Exec Conf, those

7/26/46

present being Messrs. Ladd, Glavin,  
Tracy, Nichols, Harbo, Hendon, Rosen  
and Morgan.

ENCLOSURE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

540.7

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director

DATE: July 26, 1946

FROM : D. M. Ladd

SUBJECT: REVISION OF MANUALS CONCERNING  
CONFIDENTIAL INFORMANTS

In connection with the discontinuance of a National Defense Manual and the consolidation of the provisions concerning confidential informants, Section 13, of the National Defense Manual entitled "Confidential National Defense Informants" and Section 9A of the Manual of Rules and Regulations entitled "Confidential Informants" have been reviewed.

The two sections above mentioned have been consolidated and rewritten in order that the pertinent provisions may be added as a new section of the Manual of Instructions, or a new section in the new Manual of Rules and Regulations. The new section entitled "Confidential Informants" as rewritten is attached.

RECOMMENDATION:

It is suggested that the attached rewritten section containing all necessary instructions regarding confidential informants be reviewed by the Training Division for inclusion in either the new Manual of Instructions or Manual of Rules and Regulations.

NOTE: The Executives Conference on August 26, 1946, Messrs. Ladd, Glavin, Tracy, Nichols, Harbo, Hendon, Rosen, and Morgan being in attendance, unanimously favored transmittal of the attached instructions with respect to confidential informants for inclusion in the Manual of Rules and Regulations.

1 ENCL

Attachment

EPM:ER

JDD:EW

Director's notation: "OK H."

RECORDED  
&  
INDEXED

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48 100 23 1946

EX-65

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-11-86 BY SP 6 BIP/ur

C.N. 263,670

INSTEAD OF

58 SEP 30 1946

THE DIRECTOR

September 20, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of September 16, 1946, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Quinn Tamm, Harbo and Glavin considered a suggestion made by Mr. Mohr that the Bureau defray transportation costs of household goods of any Special Agent from their first headquarters, Washington, D. C., to their first office of assignment.

The Conference was advised that such a regulation would be entirely legal. If we transfer a clerical employee from Washington to one of the divisional offices, we will pay for his transportation of household effects; yet, if we appoint a clerk to the position of a Special Agent and transfer him to one of the divisional offices, up to the present time we have not been paying for the transportation of the household effects of the employee in question.

In no instance would the reimbursement of transportation costs exceed the cost of transfer of such articles from Washington to the first field office of assignment relative to the point from which the agent was appointed. In the event the cost is less from his present domicile to his office of assignment, only that amount would be paid.

The Conference is in the unanimous agreement that the Bureau pay for transportation of such household effects in the future. Should the Director concur, appropriate advice will be given to the Agent personnel.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

RECORDED

EX-31

E. A. Tamm

SEP 24

CC - Mr. Hendon  
Mr. Clegg

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Ladd  
Mr. Clegg  
Mr. Rosen  
Mr. Quinn Tamm  
Mr. Harbo  
Mr. Glavin  
Mr. Mohr  
Mr. Nease  
Mr. Gurnea  
Miss Gandy

SEP 25 1946

CONSIDERATION BY THE JOINT COMMITTEE:

Members Present: H. H. Clegg  
R. C. Hendon

E. E. Conroy  
E. Scheidt

Recommendation: The Committee felt that from the above analysis it was obvious that an overwhelming majority of the field offices were acting uniformly in the various procedural steps of handling incoming serials with the exception of items #5 and #6 above when there was about an equal division. It was not believed that any mandatory instructions should be issued. The New York Office, due to its size, might require a slight variation from the procedure followed in the Butte Office; however, it was felt that as a guide it would be desirable to transmit by SAC Letter to all field offices the above analysis of procedures so that the SACs could give study to their own procedures and would be able to observe the consensus of opinion as to the more desirable procedures in the majority of the offices. This would be solely as a guide.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on August 12, 1946, those present being Messrs. Glavin, Tracy, Harbo, Ladd, Hendon, Rosen, and Clegg, considered this matter. Messrs. Rosen and Glavin felt that the dissemination of the above information listed under the heading "Suggestion" would be useless information and, therefore, no communication should be sent to the field.

Messrs. Harbo, Hendon, Ladd, Tracy, and Clegg were of the opinion this information should be of record as a guide and in order to answer inquiries made by new SACs and field supervisors as to procedures followed in the various field offices and the information would thus be helpful.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hendon \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

HHC:ER:djb

September 12, 1946

THE JURY COMMITTEE

CHIEF CLERKS' CONFERENCE AND EXECUTIVES' CONFERENCE

SUGGESTION #293

EMPLOYEE: CHIEF CLERKS' CONFERENCE

SUGGESTION:

At the Conference of Chief Clerks (First Session) the following step by step procedures were discovered as the practice being followed in the field offices represented as disclosed by the thirty-one members of the Conference present:

The First Step. Mail is opened. This refers merely to the opening of the mail as it is received and the removing of the mail from the envelope in which it was transmitted to the office.

The Second Step. Block stamped. The office block stamp, which shows the name of the office and the date on which the communication was received in the office, is appropriately affixed to the incoming communication.

The Third Step. Twenty-nine of those present as the next step in the procedure searched the index cards to see if there was any previous file on the subject, and two of the Chief Clerks advised that the third step in their offices was to send the mail prior to searching in the index cards directly to the supervisors.

The Fourth Step. Twenty-seven of the Chief Clerks advised that the fourth step in their field offices was to identify the file to which the incoming serial belonged and attach it to the file with which it has been identified. Four of the Chief Clerks indicated that the fourth step in their offices was to send the mail at this point to the supervisors for an examination.

The Fifth and Sixth Steps. Sixteen of the Chief Clerks advised that their next procedure was to serialize, (put the actual serial number on the communication), index, (prepare an index card if one is not already in existence) and route the serial and the file to the appropriate supervisor or Agent. While fifteen of the Chief Clerks advised that at this point they sent the serials to the supervisors who then routed it to the Agents to whom the cases were assigned.

The Seventh Step. The initial serials were placed in the files.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

HHC:djb

RECORDED

EX-6

66-2554-5409

*[Handwritten signature]*



THE DIRECTOR

AND ASSOCIATE ATTORNEYS

9/15/53

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Morgan, Nichols, Ladd, Harbo, Rosen and Glavin considered a proposed Executive Order entitled "Providing for the More Efficient Use and for the Transfer and Other Disposition of Government Records." Particular consideration was given to that portion of the Executive Order which included terminology which would prohibit the transfer of records under certain conditions.

The Conference was advised that Section 5 of the Executive Order read in part as follows:

"No transfer of records (except in connection with a termination or transfer of functions) shall be made hereunder when the head of the agency having custody of the records shall certify that such records contain confidential information, a disclosure of which would endanger the national interest or the lives of individuals."

The Conference felt that this terminology would protect the records of the Bureau and would prohibit their transfer to the Archives.

Should the Director approve, the attached memorandum returning the pertinent papers should be forwarded.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Egan \_\_\_\_\_  
Mr. Gurnea \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Jones \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Pennington \_\_\_\_\_  
Mr. Nease \_\_\_\_\_

CC - Mr. Hendon  
Mr. Clegg

ERG:lrd  
Attachment

EX-14

66-2554

5410